



## **PUBLIC SERVICE VACANCY CIRCULAR**

**PUBLICATION NO 32 OF 2023**  
**DATE ISSUED 08 SEPTEMBER 2023**

### **1. Introduction**

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

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

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

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

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

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

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

**AMENDMENT**

**PROVINCIAL ADMINISTRATION: EASTERN CAPE: OFFICE OF THE PREMIER:** Kindly note that the following post was advertised in the Public Service Vacancy Circular 29 dated 18 August 2023. The post minimum requirements are amended as follows:  
Requirements: National Senior Certificate, an NQF level 7 qualification (Degree/Advanced Diploma) in Logistics Management/Supply Chain Management/Financial Management/Public Administration as recognized by SAQA. Three (3) year's experience at salary L7/8 in a Logistics Management environment. Logis/Bas Certificate. A valid driver's license. Competencies and capabilities: Knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, Treasury Regulations, PSR, PS Act, BCEA, EEA and related policies /regulations. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Be Computer Literate. The closing date for the post is extended to the 22 September 2023. Enquiries: Ms N. Mafu at 082 562 2347/Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059. For e-Recruitment enquiries send an email with your ID Number, Profile email address and the details of the issue to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

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## DEPARTMENT OF BASIC EDUCATION

*The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.*

<b><u>APPLICATIONS</u></b>	:	Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at <a href="http://www.education.gov.za">www.education.gov.za</a> .
<b><u>FOR ATTENTION</u></b>	:	Mr A Tsamai/Mr M Segowa
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>NOTE</u></b>	:	Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

## OTHER POSTS

<b><u>POST 32/01</u></b>	:	<b><u>ASSISTANT DIRECTOR: EDUCATION LABOUR RELATIONS MANAGEMENT AND CONDITIONS OF SERVICES REF NO: DBE/29/2023</u></b> Branch: Teacher and Professional Development Chief Directorate: Education Human Resources Management Directorate: Education Labour Relations Management and Conditions of Services.
<b><u>SALARY</u></b>	:	R527 298 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applicants must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in the field of Labour Relations; At least two years relevant working experience in an education sector at supervisory level including two years' experience in Labour Relations in the education sector; Exposure and experience in collective bargaining both at the Education Labour Relations Council (ELRC) and Public Service Co-ordinating Bargaining Council (PSCBC) environment; Exposure to the dispute resolution procedures applicable to Collective Bargaining will be an added advantage; Understanding of the Human Resource Strategies and Policies for the DBE; Understanding of the education policy environment; Knowledge of Government prescripts and procurement processes; Knowledge of monitoring, evaluating and reporting systems and processes; Knowledge of the educational framework and policies; Knowledge of labour law and procedures; Knowledge of Employment of Educators Act; Knowledge of the conditions of service for educators; Knowledge and understanding of Public Service and Labour Legislations; Ability to plan, prioritise and execute assigned duties; Ability to work independently and be willing to work long hours where required; Ability to form and nature relationships at all levels of the employer in relation to the Education Labour

- Relations and Conditions of Service; Sound operational planning and management skills; Computer literate; Problem solving, Decision making and conflict resolution skills; A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be expected to participate in meetings between labour and employer to discuss and attempt to resolve issues of mutual interest; Schedule or co-ordinate Employer Caucus meetings and serve as secretariat to the Employer Caucus; Assist the negotiating team to plan, obtain mandates and provide secretarial services to the negotiating team; Render an excellent contribution to the continued improvement of the conditions of employment of educators; Work with the internal and external stakeholders; Monitor, support and report on Provincial implementation of Collective Agreements and Human Resources Policies; Prepare quarterly and annual reports when required; Manage and monitor the Implementation of Collective Agreements between the Department and its recognised trade unions; Assist the Chief Negotiator in liaising with trade unions on matters of mutual interest.
- ENQUIRIES NOTE** : Mr A Tsamai Tel No: (012) 357 3321/Mr M Segowa Tel No: (012) 357 4291  
: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 32/02** : **INTERNAL AUDITOR REF NO: DBE/28/2023 (X2 POSTS)**  
Branch: Office of the Director-General  
Directorate: Internal Audit  
Sub-Directorate: Regularity and Performance Audit
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum  
: Pretoria  
: Application must be in possession of an appropriate 3 year degree or equivalent qualification (NQF Level 6) in Accounting/Auditing/Internal Auditing; Membership of the Institute of Internal Auditors will be an added advantage; At least Two (2) years relevant experience in Internal Audit or External Audit exposure; Knowledge and skills in Internal Auditing, Risk Management, Accounting and Corporate Governance; Exposure to Public Service legislation, policies and procedures; Benchmarking and networking skills are required to be abreast with current developments in the field of auditing;. Drivers' license will be an added advantage.
- DUTIES** : The successful candidate will be responsible for conducting audit projects from planning to reporting; Assisting in evaluating the department's governance, risk management and controls processes; Conducting audits to determine and evaluate the adequacy, effectiveness and efficiency of controls in accordance with the methodology; Contributing to the achievement of the internal audit coverage plan; Collecting information and participate in the compilation of reports to the accounting officer and audit committee; Keeping up to date with new developments in the internal audit environment.
- ENQUIRIES NOTE** : Mr A Tsamai Tel No: (012) 357 3321/Mr M Segowa Tel No: (012) 357 4291  
: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

## DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

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

- APPLICATIONS** : Must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 268 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk. No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified.
- CLOSING DATE** : 22 September 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates' posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend the most suitable candidate. Short-listed candidates will be subjected to a security clearance. The Secretary of Police Service has the right not to fill the post. All posts are based in Pretoria. Preference will be given to youth, people with disability and women in accordance with our employment equity. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

## OTHER POST

- POST 32/03** : **SENIOR ADMINISTRATION OFFICER REF NO: CSP/21/2023**
- SALARY** : R359 517 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/ Degree in Public Administration or equivalent qualification. 2-3 years' experience in Secretarial/ Office Administration or Personal Assistant field. Understanding of the management information and formal reporting systems, professional office etiquette and knowledge of office administration. Knowledge of Public Service Regulations, Public Service Act, Public Finance Management Act. Treasury Regulations, Supply Chain Management procedures and Public Service staff code. Computer literacy, strong communication (verbal & written) skills. Presentation skills, planning and organizing skills. Ability to interact with all functions & levels including top management and facilitation skills. An analytical approach to problem solving, confidentiality, integrity and honesty. Ability to work under pressure and work long hours. Driver's License.
- DUTIES** : Provide executive administrative support, ensure an effective flow of information and documents to and from the office of the Head of Department. Coordinate travel arrangements, schedules and manage appointments. Coordinate and administer leave register and telephone accounts for the Office of the Head of Department. Prepare briefing notes for the Head of Department, safekeeping of all documentation. Provide logistical support services, process and submit subsistence and travel claims. Handle queries from internal and external clients. Manage the budget of the office of the Head of Department, monitor expenditure and alert the Head of Department of possible over and under spending, keep a record of expenditure and other financial commitments. Check and verify financial

**ENQUIRIES**

reports, compilation of various submissions/ memoranda and responses in relation to the disbursement function. Oversee effective, efficient and economical utilisation of the funds.

: Ms NM Sefiti/Mr M Maiko Tel No: (012) 4931 390 / 012 4931 338

## DEPARTMENT OF DEFENCE



- CLOSING DATE** : 29 September 2023, (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>. Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

## OTHER POSTS

- POST 32/04** : **DEPUTY DIRECTOR: LEGAL INSTRUMENT REF NO: DIA/37/32/23/01**
- SALARY** : R958 824 per annum (Level 12), (all-inclusive salary package)
- CENTRE** : Defence International Affairs Division, Armscor Building, Erasmuskloof, Pretoria.
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent with a recognised Bachelor's Degree/Advanced National Diploma (NQF Level 7) in Political Science, International Law, International Politics, Economics or Law. Minimum of three (3) years relevant experience as Assistant Director and a valid driver's licence. Be willing to travel and working irregular hours may be required, ability to work on your own initiative and as part of a team. Special requirements (Skills needed): Basic knowledge of Government Policies, Departmental policies. Wider Intra- Departmental Activities in Government. Knowledge of International Politics and Public Finance Legislations and Financial Management. International Politics, Good analytical skills. Computer literacy. Excellent writing ability. Good reasoning and problem-solving ability. Communication skills (verbally and written). Good inter-personal proficiency. Good presentation skills and good networking skills. The ability to work under pressure.
- DUTIES** : The successful candidate will be required to perform the following functions: Analysing of International legal instruments, including treaties, Agreements Pacts, Memorandum of Understanding (MOU's), protocols, Status of Forces Agreement (SOFA's), Status of Mission Agreement (SOMA's), Troop Contributing Country (TCC) Agreements, Letter of Assist (LOA's) and Technical Arrangements / Implementation Arrangement with the scrutinizing of all International Agreement

documentation to ensure adherence to international legal prescripts. Provide specialist advice on international legislation. Assist with the analysis and research of foreign relations policy and perform analytical support and the management of international agreement. Execution and development of department of Defence's international agreement; the servicing of all DOD international agreements. Co-ordinate the legal and administrative processing of concluding International Agreement and obtaining presidential approval. Facilitate the tabling of International Agreement in parliament for ratification. Monitor the progress on implementation of International Agreement and compile status report. Assist with the execution of general management practices and principles within the directorate to ensure effective and efficient utilisation of allocated resources.

**ENQUIRIES  
APPLICATIONS**

: Mr M. Tsanwani Tel No: (012) 355 5214  
: Department of Defence Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

**FOR ATTENTION**

: Mr T.E. Bogopane or Mr K. Davhana

**POST 32/05**

: **ASSISTANT DIRECTOR: LEGAL INSTRUMENT REF NO: DIA/37/32/23/02**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Defence International Affairs Division, Armscor Building, Erasmuskloof, Pretoria.  
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Political Science, International Law, International Politics, Economics or Law. A minimum of three to five (3-5) years' experience in International Relations or relevant experience. A valid driver's licence. Be willing to travel and working irregular hours may be required, ability to work on your own initiative and as part of a team. Special Requirements (skills needed): Basic knowledge of Government Policies, Departmental policies. Wider Intra- Departmental Activities in Government. Knowledge of International Politics and Public Finance Legislations and Financial Management. International Politics, Good analytical skills. Computer literacy. Excellent writing ability. Good reasoning and problem solving ability. Communication skills (verbally and written). Good inter-personal proficiency. Good presentation skills and good networking skills. The ability to work under pressure.

**DUTIES**

: Assist with the analysing of International legal instruments, including treaties, Agreements Pacts, Memorandum of Understanding (MOU's), protocols, Status of Forces Agreement (SOFA's), Status of Mission Agreements (SOMA's), Troop Contributing Country (TCC) Agreements, Letter of Assist (LOA's) and Technical Arrangements/ Implementation Arrangement with the scrutinizing of all International Agreement documentation to ensure adherence to international legal prescripts. Provide specialist advice on international legislation. Assist with the analysis and research of foreign relations policy and perform analytical support and the management of international agreement. Execution and development of department of Defence's international agreement; the servicing of all DOD international agreements. Co-ordinate the legal and administrative processing of concluding International Agreement and obtaining presidential approval. Facilitate the tabling of International Agreement in parliament for ratification. Monitor the progress on implementation of International Agreement and compile status report. Assist with the execution of general management practices and principles within the directorate to ensure effective and efficient utilisation of allocated resources.

**ENQUIRIES  
APPLICATIONS**

: Mr M. Tsanwani Tel No: (012) 355 5214  
: Department of Defence Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

**FOR ATTENTION**

: Mr T.E. Bogopane or Mr K. Davhana

**POST 32/06**

: **ASSISTANT DIRECTOR: MULTILATERAL AFFAIRS REF NO: DIA/37/32/23/03**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Defence International Affairs Division, Armscor Building, Erasmuskloof, Pretoria.  
: Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Political Science, International Law, International Politics, Economics or Law. A minimum of three to five (3-5) years' experience in International Relations or

relevant experience. A valid driver's licence. Be willing to travel and working irregular hours may be required, ability to work on your own initiative and as part of a team. Special Requirements (skills needed): Basic knowledge of Government Policies, Departmental policies. Wider Intra- Departmental Activities in Government. Knowledge of International Politics and Public Finance Legislations and Financial Management. International Politics, Good analytical skills. Computer literacy. Excellent writing ability. Good reasoning and problem solving ability. Communication skills (verbally and written). Good inter-personal proficiency. Good presentation skills and good networking skills. The ability to work under pressure.

**DUTIES**

: Facilitate the process to obtain departmental approval for the establishment of the identified commitments. Assist with establishment and maintaining of liaison channels with multilateral organisations e.g. Southern African Development Community (SADC), African Union (AU) and United Nation (UN). Assist with compiling and promulgating of comprehensive instructions for the maintenance and enhancement of multilateral commitments. Coordinate participation in annual and inter-sessional forums such as Summits, Conferences and Ministerial Meeting. Co-ordinates the legal and administrative processing of concluding International Agreements and obtaining presidential approval. Facilitate the tabling of Agreements in parliament for ratification. Monitor the progress on implementation of agreements and compile status reports. Manage database of international agreement. Analyse and make recommendation on outcomes of multilateral meetings and ensure that follow up actions undertaken. To keep abreast of current economic; political and security development that impact on the multilateral engagements and inform management. Assist in reviewing the strategy for engagements with United Nations agencies and other multilateral organisations. Participate and provide guidance during departmental meeting with other government departments and to highlight departmental position on related defence and security matters. Prepare and coordinate draft briefing and speaking notes. Organise and coordinate internal and external clients meeting. Arrange meeting and minute taking during meetings. Assist in the internal management of the directorate to ensure efficient utilisation of allocated resources

**ENQUIRIES**

**APPLICATIONS**

: Mr M. Tsanwani Tel No: (012) 355 5214  
: Department of Defence Defence International Affairs Division, Private Bag X910, Pretoria, 0001 or may be hand-delivered at Armscor Building C/O Nossob and Delmas Ave, Erasmuskloof, Pretoria.

**FOR ATTENTION**

: Mr T.E. Bogopane or Mr K. Davhana

## DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<b><u>CLOSING DATE</u></b>	:	22 September 2023 at 16:00
<b><u>NOTE</u></b>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. 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 requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign 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)

## MANAGEMENT ECHELON

<b><u>POST 32/07</u></b>	:	<b><u>DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/3DES/UIF</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R1 162 200 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 qualification (as recognized by SAQA) in Project Management/ Public Management/ Public Administration or Business Administration/ Office

Administration. Senior Management Leadership Programme Certificate. Five (5) years middle management experience. Knowledge: Departmental policies and procedures, Public Service Regulation (PSR), Public Service Act (PSA), Labour relations Act (LRA), Employment Equity Act (EEA), Project management principles and methodologies, Project management information technology e.g. PMBOK, MS projects etc. Skills: Computer literacy, Change management, People development and empowerment, Strategic management and leadership, Financial Management, Project management, Communication, Report Writing, Presentation, Interpersonal relations.

**DUTIES** : Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner's engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.

**ENQUIRIES** : Ms MP Roux Tel No: (012) 337 1529/ 1729  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF

**POST 32/08** : **ASSISTANT DIRECTOR: COIDA (X2 POSTS)**  
 (Re-advert, all applicants who previously applied are encouraged to re-apply)

**SALARY** : R527 298 per annum  
**CENTRE** : Rustenburg Labour Centre Ref No: HR4/4/09/01 (X1 Post)  
 Mafikeng Labour Centre Ref No: HR4/4/09/01 (X1 Post)

**REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claim and or medical insurance processing environment. Two (2) years functional experience in a disability claim and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).

**DUTIES** : Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.

**ENQUIRIES** : Mr MO Maluleke Tel No: (018) 387 8186  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.

**POST 32/09** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/3/2ASDOD/UIF**

**SALARY** : R424 104 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : A three (3) year qualification (NQF Level 6) in Management Services / Operations Management / Production Management / Organisational Development. Four (4) years functional experience of which two (2) years functional experience in Organisational Development (OD) environment and two (2) years' experience at a supervisory level. Knowledge: Public Service Act (PSA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Amendment Act (UIA), Unemployment Insurance Contributions Act (UICA), Employment Equity Act (EEA), Organisational Design, Job Evaluation System, Work Study Techniques, Job Profile. Skills: Financial Management,

**DUTIES**

Communication, Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Creativity, Facilitation, Presentation.  
: Facilitate the design and review of the organisational structure. Coordinate Job Evaluation Process within the fund. Coordinate the implementation of Organisational structure, Legislations/ Directives. Facilitate the development and signing of job profiles. Manage resources (Human, Financial, Equipment / Assets) in the sub-directorate.

**ENQUIRIES**

: Ms SE Mokoena Tel No: (012) 337 1912

**APPLICATIONS**

: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**

: Sub-directorate: Human Resources Management, UIF

## DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 02 October 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) submitted prior to appointment. 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/>. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of performance agreement and employment contract. The Department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

## MANAGEMENT ECHELON

- POST 32/10** : **DIRECTOR: CLIMATE CHANGE MITIGATION RESEARCH AND ANALYSIS**  
**REF NO: CCAQ14/2023**  
Re-advertisement previously applied employees need not re-apply as previously applied application will still be considered.
- SALARY** : R1 162 200 per annum, (all-inclusive salary package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification in Natural/Physical Sciences/ Environmental Development Planning or relevant qualification on (NQF7) within the related field as recognised by SAQA. Applicants must have five (5) years of experience at a middle/senior managerial level within the field of Environmental Management. Knowledge of environmental and development issues (globally, regionally, locally). Proven competence in the area of sustainable energy Training courses in

Greenhouse Gas. Specialist knowledge of the latest international and national theory and developments in respect of environmental impact, land use and spatial planning legislation, policies, and strategies. Ability to manage and plan for activities including projects. Ability to develop, interpret and apply policies, strategies and legislation. Knowledge of HR management practices, legal issues, negotiations and dealing with conflict. Demonstrated grounding in finance, Public Service procedures and policies. Knowledge of HR management practices, legal issues, negotiations skills and ability to deal with conflict; Stakeholder engagement; Strategic Capability and Leadership; Programme and Project Management; Financial Management; People Management and Empowerment.

**DUTIES** : Conduct research and prepare greenhouse gas data and related information to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios. Provide support on climate change mitigation interventions undertaken to facilitate implementation of South Africa's Low Emission Development. Analyse and report progress in the implementation and effects of key mitigation actions to South African and international audiences. Continuously develop and upgrade the tools/ system that will be used to evaluate, monitor, and verify national climate change mitigation responses. Facilitate and coordinate carbon sinks research and climate change mitigation responses related to land and ocean. Facilitation of the development, review and alignment of existing and new sector policies, legislation and regulation that have an impact on national carbon sinks. Facilitate and coordinate arrangements for the implementation of carbon sinks programmes and projects through formalization of institutional arrangements. Facilitate research and analysis to inform climate change mitigation decision and responses for the Agriculture, Forestry and Land Use sector. Conduct research to facilitate the development, review and refinement of SA national emissions trajectory and development of emissions pathways and scenarios.

**ENQUERIES** : Mr J Witi Tel No: (012) 399 9048

#### OTHER POSTS

**POST 32/11** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND BUSINESS PERFORMANCE REF NO: CMS49/2023**

**SALARY** : R811 560 per annum, (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Degree / National Diploma (NQF level 6) in Public Management / Public Administration or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Knowledge of strategic management and service delivery improvement. Public sector risk management framework. Understanding of project management and financial management. Knowledge of government planning process. Ability to lead a multidisciplinary team. Knowledge in performance reporting and monitoring and evaluation process. Ability to develop and apply policies. Sound organising, planning and excellent communication skills. Effective analytical skills, report writing, innovative and interpersonal skills. Ability to work under pressure and long hours.

**DUTIES** : Provide strategic and annual performance planning support to the Department. Facilitate submission of branch inputs and consolidate the Strategic Plan, Annual Performance Plan, Operational Plan, Service Delivery Improvement Plan and Annual Report. Provide monitoring, evaluation, and reporting support to the Department. Coordinate submission of branch quarterly performance reports and supporting evidence. Coordinate an analysis of reports for accuracy, completeness, validity of reported performance information and level of performance against performance indicators and targets. Verification of performance submitted by branches. Follow-up on outstanding evidence with branches. Implementation of all control measures put in place to mitigate performance management risks, continuous review, and improvement of existing control measures. Facilitate and submit the Department's mandatory/compliance reports to relevant entities. Consolidate Estimate of National Expenditure quarterly

reports. Oversee maintenance of the Department's online Organisational Performance Management System (Balance score card) and support continuous improvement of the overall DFFE performance monitoring, evaluation, and reporting system.

**ENQUIRIES** : Ms. L Tsekiso Tel No: (012) 399 9661

**POST 32/12** : **ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: EIA AUTHORISATION: INTEGRATED ENVIRONMENTAL AUTHORISATION REF NO: RCSM23/2023**

**SALARY** : R451 587 per annum, (OSD)

**CENTRE** : Pretoria

**REQUIREMENTS** : Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Experience in processing EIA decisions and is currently involved in the EIA sector. Thorough knowledge and experience of the National Environmental Management Act, as amended and National Environmental Management: Waste Act. Thorough knowledge and experience of GN Regulation 982, 983, 984, 985 and 994 and its proposed amendments. Thorough knowledge of S24 of NEMA. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIA's and the dynamics of EIA administration systems. Advanced computer literacy skills will serve as an added advantage. EAPASA registration, attendance of environmental management or EIA courses, and GIS skills will serve as an added advantage. Good communication skills (written, oral and graphic). Good organising, planning and reporting skills. Problem solver and strategic thinker. Ability to work individually and in a team. Ability to work under pressure as well as willingness to travel long distances. Must have valid Driver's license.

**DUTIES** : Review and evaluate EIA Applications. Review and evaluate applications for Integrated Environmental Authorisations. Review and evaluate S24G applications. Conduct site inspections and compile site visit reports. Coordinate with Enforcement & Licensing sections unit within the department. Assist in administration and monitoring compliance with environmental authorisations issues. Provide professional advice in respect of EIA decision-making. Draft submissions and recommend for EIA decisions. Assist in the development of relevant Standard Operating Procedures (SOPs). Implement approved systems, tools and SOPs related to environmental impact management. Internal and external liaison regarding applications for Environmental Authorisations (communication with stakeholders and clients). Provide a support function and technical inputs into appeals lodged with the Minister in terms of the NEMA and NEMA Regulations. Provide assistance in the administration and monitoring of compliance with environmental authorisations issued. Provide inputs into environmental related legislation and policies.

**ENQUIRIES** : Ms M Morudu Tel No: (012) 399 9375

**POST 32/13** : **BIODIVERSITY OFFICER SPECIALISED PRODUCTION: INVASIVE ALIEN SPECIES: ENFORCEMENT (INTERNAL CONTROL) REF NO: RCSM22/2023**

**SALARY** : R451 587 per annum, (OSD)

**CENTRE** : Pretoria

**REQUIREMENTS** : Honours Degree (NQF Level 8) in Environmental Management/Natural Sciences or relevant equivalent qualification as recognised by SAQA. Must have a minimum of three (3) years' relevant working experience. Extensive experience in compliance and enforcement dealing with natural resources especially related to alien and invasive species. Experience in natural resource management together with relevant technical knowledge in the prevention and/or control of invasive and alien species. A Certificate in Environmental Management Inspector will be an added advantage. Experience in or knowledge of alien and invasive species regulations related investigations and enforcement, Ability to compile case dockets with legally admissible evidence, including recording all progress in the

investigative diary. Ability to draft legal defensible administrative notices, directives. Knowledge of the provisions of the National Environmental Management Act (NEMA) and National Environmental Management: Biodiversity Act (NEM: BA). Good interpersonal and communication skills. Ability to work under pressure and attend meetings with stakeholders, Willingness to travel, Computer literacy. A valid driver's licence.

**DUTIES** : Criminal investigations and administrative enforcement in relation to invasive alien species within the country. Drafting of enforcement strategies to inform actions to be taken. Drafting of legal documents, notices, affidavits, charge sheets, plea and sentence agreements. Obtain warning statements from suspects, open criminal cases to prosecute offenders. Consult with prosecutors, police and all other stakeholders regarding criminal investigations. Liaise with Directorate: Litigation and other directorates, provincial departments and local municipalities, external experts and/or consultants as well as other government institutions. Implement the directorate's filing system efficiently. Implement relevant SOPs and guidelines. Participate in EMI events, training and projects. Assist in responding to both Parliamentary and Media queries. Develop and facilitate the implementation of national policies, strategies and programmes relating to the compliance and enforcement with the AIS regulations. Compile and submit monthly reports to the supervisor and perform other administrative and related functions.

**ENQUIRIES** : Sonja Meintjes Tel No: (012) 399 9597

**POST 32/14** : **SENIOR FORESTRY DEVELOPMENT OFFICER REF NO: OM/53/2023**

**SALARY** : R359 517 per annum  
**CENTRE** : Mafikeng

**REQUIREMENTS** : National Diploma (NQF6) or Bachelor's Degree in Forestry or equivalent qualification within related field with 2-3 years' experience in forestry development or forestry extension. Knowledge and understanding of the National Forest Act 1998 (Act 84 of 1998), the National Veld and Forest Fire Act, 1996 (Act 101 of 1996), PFMA and other related environmental legislation. Good presentation skills, excellent verbal and written communication, analytical and problem-solving skills, programme and project management, good interpersonal relations, and negotiation skills. Computer skills in MS Office Software, a valid driver's license and must be willing to travel.

**DUTIES** : The incumbent will be responsible for implementing and providing technical advice and support in terms of greening programs or initiatives for institutional development. Conduct awareness campaigns on importance greening, forest enterprise development and non-timber forest products through the implementation of special events and programmes such as Arbor Month, Arbor City Awards and Edu Plant initiatives. Implement greening projects through EPWP. Promote partnership between government, Non-Government Organisations (NGO's) and private individuals and communities to ensure long term commitment to land forestry programmes and incorporation of forestry programmes in IDP's and DDM's. Render and facilitate support on the implementation of livelihood development programs or projects such as mushroom, bee keeping, and medicinal gardens etc. Render support on the implementation and establishment of forestry enterprise development initiatives, livelihoods of the people and new afforestation. Assist the communities with regard to the licensing of legal entities. Ensure forestry resources and services are effective, well managed and coordinated and aligned with the Strategic / Annual Business Planning processes and Forestry policies. Provide general administration support services.

**ENQUIRIES** : Ms N Gobodwana Tel No: (053) 927 0843

**POST 32/15** : **PROVISIONING ADMIN OFFICER: DEMAND AND ACQUISITION MANAGEMENT REF NO: CFO41/2023**

**SALARY** : R202 233 per annum  
**CENTRE** : Cape Town

**REQUIREMENTS** : National Diploma/Degree (NQF6) in Supply Chain Management or relevant qualification coupled with one (1) year of experience in Supply Chain Management or a relevant field. Knowledge of procurement procedures, administrative

procedures, Financial management, and Personnel management. Knowledge of Demand Management, Acquisition, and Contract Management. Knowledge of Public Service Legislative framework. Skills: Good interpersonal relations, Stakeholder engagement. Ability to gather and analyse information, and be able to work individually and in a team. Ability to apply policies, Good interpersonal relations, and communication skills. Be able to work under pressure, Ability to work with difficult persons, and resolve conflict. Sense of responsibility and loyalty, Initiative and creativity. Must be able to work long hours voluntarily.

**DUTIES**

: Verify and handle the administration of the acquisition of goods in compliance with SCM legislation, prescripts, and sound corporate governance. Verify the correctness of bid/quotation numbers allocated and the closing date for bids to be advertised. Ensure timeous advertisement/publication of bids in the National Treasury eTender publication portal and Departmental website. Advertisements of quotes on the National Treasury eTender publication portal. Updating the Bid and quotation registers. Facilitation of briefing sessions. Verify administration of received bids. Opening/facilitating of bidding box on the closing date at 11h00 and collection of submitted bid documents. Ensuring opening of received bids. Prepare the bid opening certificate. Administer procurement of bids above R1 000 000.00 to be completed within 120 days. Provide secretariat services to BSC and BEC. Ensure the arrangement of BSC and BEC meetings according to proposed meeting dates. Calculate the price and preference points. Administration of TORs/Specifications below R1000 000. Receive requisition/Log2 and check the correctness of specification and advise. Keep a record of all processed TORs for monthly and quarterly reporting. Coordinate the implementation Monitoring of the procurement Plan.

**ENQUIRIES**

: Ms N Mabece Tel No: (021) 493 7239

**GOVERNMENT COMMUNICATIONS AND INFORMATION SYSTEM**

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

- APPLICATIONS** : The DG of Government Communication and Information System, Private Bag X745, Pretoria 0001, or hand deliver to Tshedimoseiso House, 1035 cnr Francis Baard & Festival streets, Hatfield, Pretoria.
- FOR ATTENTION** : Ms M Kotelo
- CLOSING DATE** : 22 September 2023
- NOTE** : Applicants with disabilities are encouraged to apply. The old prescribed application or employment form Z83 was withdrawn with effect from 31 December 2020. As per the Government Gazette No: 43872, any applicant who submits an application on or after 1 January 2021 must do so on the new prescribed Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following communication from the department. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. No faxed, copied, or e-mailed application will be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate must disclose to the DG particulars of all registrable financial interests, sign a performance agreement and employment contract with the DG within three months from the date of assumption of duty and obtain a top-secret security clearance. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. The department reserves the right to fill or not to fill the vacant post. The successful candidates will enter into an employment contract with the GCIS that will be reviewed based on performance expiration. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to the Government Communication and Information System ("GCIS") being processed by the GCIS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, in accordance with the Protection of Personal Information Act.

**OTHER POSTS**

- POST 32/16** : **REGIONAL COMMUNICATION COORDINATOR: OVERBERG**  
Directorate: Provincial Liaison: Western Cape
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Bredasdorp
- REQUIREMENTS** : Applicants must be in possession of an appropriate three (3) year degree (NQF level 7) or National Diploma (NQF level 6) in Communication or related qualification. Experience: Three (3) years communication experience and one (1) year should be experience at salary level seven (7) or eight (8) or supervisory level,

with knowledge of communication disciplines, including media liaison, research and development communication. The applicant must have an understanding of development communication, and knowledge of the Western Cape Province with specific insights in the Overberg District and its local Municipalities.

**DUTIES**

: The successful candidate will be responsible to support the Deputy Director: Liaison in the implementation of a strategic government communication function in the Overberg District as follows: implement key communication projects guided in line with government priorities and in accordance with the guidelines for development communication practice and platforms as developed by GCIS. Coordinate and monitor the government communication function in the district, including the monitoring and supervision of the work of the district based on Senior Communication Officers as well as any communication interns or learners assigned to the region, including their administrative and operational functions, and report these to the Deputy Director: Provincial Liaison. Ensure the establishment and where necessary review and strengthening of communication coordination structures in the District to ensure the effective cascading of government communication content especially to leaders and structures of local government across the District. The candidate will support all initiatives aimed at strengthening Local government communication system through interface with strategic IGR structures at local level. The candidate will further provide communication support in various integrated service delivery models of government such as the Thusong service center programme. The successful candidate will also be responsible for the development and maintenance of effective high level stakeholder relations in the region with a bias towards civil society, minority groups, local government and traditional leaders. A strategy to this end will be one of the first necessary deliverables. Coordination and implementation of rapid response requirements in the District as well as writing articles on government developments in the region from time to time. The regional coordinator will also be responsible for the revision and development of a new regional distribution strategy for government information products. The successful candidate will additionally, on a regular basis, be required to develop local communication environment assessments of the District for use by various stakeholders and clients with required communication interventions recommended.

**ENQUIRIES  
NOTE**

: Ms Geraldine Thopps Tel No: (021) 418 0533  
: Applicants who previously applied are encouraged to reapply. The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender

**POST 32/17**

: **ASSISTANT DIRECTOR: RADIO PRESENTER AND PRODUCER**  
Directorate: Media Production

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum. (Level 09)  
: Pretoria  
: Applicants must be in possession of Grade 12, and an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) in Broadcasting, Sound Engineering, Digital Media, Journalism, Media or Communication Studies, Drama or Performing Arts, or related field of qualification, as recognized by SAQA, with at least three (3) years radio presenting, production and broadcasting experience. This includes the ability to independently record and produce radio adverts, package audio from government events and file audio clips to media. He/she will be required to work with Producers and members of the GCIS Radio Unit primarily to host and produce superior radio programs. The Radio Presenter and Producer will be expected to work as a Presenter for radio shows in studio and live outside broadcasts. They will voice and develop promos to promote the GCIS Radio channel and its shows. The Official will exercise both creative abilities and excellent verbal and written skills and should have knowledge of studio operations including control board, digital programming software and broadcast connections. May be assigned to perform slightly different functions in studio, such as programming admin work. Should have knowledge of the Community Radio sector, Government Communication and /or Public Policy Development and practice, Intergovernmental Relations, Developmental communication and/ or stakeholder management. A self-motivated and enthusiastic person able to work with limited levels of supervision

and strong time-management skills and extremely good in the management of deadlines. Must be computer literate and be able to convey ideas and views well verbally and in writing. A valid driver's license is essential as the post will entail extensive travel. Very strong ability to work under pressure, in a fluctuating environment and be available to work overtime.

**DUTIES** : Serve as Radio Presenter and Producer for the GCIS Radio Unit. Introduce and host radio programmes. Interview guests in studio, by telephone or on location. Compile and record radio news bulletins. Research topics and background information for items to be featured on the programme. Recording of governmental events (Presidency, Communications Department, and other departments. Voicing and Production of adverts. Edits audio (e.g., pulls audio clips and soundbites for show and channel use). Obtains audio materials needed for production. Ensures that on-air product is up to broadcast standards before it leaves the studios. Maintains database of program content for archival use. Assists in the development of content for shows. Excellent admin, creative writing and communication skills for radio. May be required to fill in for other Producers on occasion and be willing to assist with CSA media productions other than radio, should the need arise. Technical production skills an added advantage.

**ENQUIRIES** : Ms N Ndawonde Tel No: (012) 473 0441  
**NOTE** : The organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race and Gender

**POST 32/18** : **ASSISTANT DIRECTOR: GRAPHIC DESIGNER**  
Directorate: Media Production

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must have an appropriate National Diploma (NQF level 6) or Degree (NQF level 7) In Graphic Design or related qualification as recognized by SAQA. Three years relevant experience in graphic designer field of which 1 year should be on salary level seven (7) or eight (8). A self-motivated and enthusiastic person able to work with limited levels of supervision and strong time-management skills and extremely good at the management of deadlines. Must be computer literate and be able to convey ideas and views well verbally and in writing. Very strong ability to work under pressure, in a fluctuating environment.

**DUTIES** : The successful candidate will be responsible for roll out of government corporate identity, develop branding for government departments and campaigns, Ensure correct application of the government brand on all designed products. Design and layout of communication products for GCIS and Government campaigns, Design and layout of products, Adherence to workplan for layout and design of products, ensure photographs, logos and other required graphics are requested from relevant parties, Receive brief from Design manager or Support Services. Development of creative concepts, develop different creative options, receive brief from manager or support services, Submit for approvals. Information management, Promote and ensure all work-related documents for the section are uploaded on SharePoint Document Centre according to the GCIS File Plan.

**ENQUIRIES** : Rachel Sekhu Tel No: (012) 473 0254  
**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals. People with disabilities will be given preference regardless of Race (only when shortlisted)

**GOVERNMENT PRINTING WORKS**

*The Government Printing Works is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.*

- APPLICATIONS** : All applications must be forwarded to: The Branch: Human Resources, Government Printing Works, Private Bag X85, Pretoria, 0001 or be hand delivered to: 149 Bosman Street, Pretoria.
- FOR ATTENTION** : Ms. L Pale / Ms. V Maja, Human Resources Tel No: (012) 764 3976 /012 764 3912
- CLOSING DATE** : 26 September 2023 (16:00)
- NOTE** : Applications must be submitted on the prescribed form Z83 (NB. The new application for employment form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies), the old prescribed application for employment form Z83 was withdrawn with effect from 31 December 2020) and must be completed in full with page 2 duly signed (failure to do so will result in your application not being considered), and clear indication of the reference number on the Z83. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). The Government Printing Works reserves the right to fill or not fill its advertised posts. General information. Applicants applying for SMS posts are required to successfully complete the Nyukela Public Service Senior Management Leadership Programme (submitted prior to finalisation of an appointment) as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R265.00. The duration of the course is 120 hours. Shortlisted candidates for SMS posts will be subjected to a technical exercise, which intends to test relevant technical elements of the jobs by the Government Printing Works. Following the interview and the technical exercise, the Selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the Implementation of Competency-based assessments). The competency assessment will be testing generic managerial competencies, using the mandated DPSA SMS competency assessment tools. Personnel suitability checks will also be administered as a part of the selection process. Successful candidates will be required to enter in an employment contract and performance agreement (as relevant) and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

**MANAGEMENT ECHELON**

- POST 32/19** : **CHIEF DIRECTOR: STRATEGIC PLANNING REF NO: GPW 23/69**
- SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Degree in Strategic Management/ Business Management/ Public Management at NQF Level 7 as recognised by SAQA. A postgraduate qualification will be an added advantage. 5 years senior management experience in a strategic management environment.

**DUTIES** : Ensure the overseeing and managing the process to develop, align and monitor the implementation of strategic plans and related policies and procedures and ensuring monitoring and compliance. Overseeing the developing, alignment and monitoring of the implementation of strategic plans and related policies and procedures. Overseeing the developing of strategic plans, business plans and business processes. The overseeing of the monitoring of performance and compliance. Ensuring the monitoring against the APP and Strategic Plans. Overseeing the identifying of strategy execution shortfalls and remedies. Managing the developing of service delivery improvement mechanisms. Ensuring programme and project management support. Managing and assisting with capacity building. Managing the Enterprise Portfolio Management Office (EPMO). Ensure and manage the development and execution of the stakeholder management, strategies and policies. Overseeing the rendering of comprehensive communication services. Managing the mapping of the stakeholder database. Ensuring the stakeholder engagement plan is properly executed. Overseeing the management of stakeholder relations and segmentation. Overseeing the management of events. Ensure the undertaking of innovative marketing of GPW's products and services at various platforms and managing customer satisfaction. Ensuring the proper liaison between GPW customers and technical teams to design customer solutions. Overseeing the conducting of proper market research and that effective and innovative products and services are proposed. Manage the process to collate and process organisational data and institutional knowledge and to manage the resource centre with updated and relevant publications/materials. To oversee the managing of publications and related product sales. Overseeing the mapping of bulk publications stores. Overseeing the selling of publications to clients. Managing the rendering of subscription services to customers/clients. To coordinate liaison with Parliament. Ensuring proper communication to Parliament and that answers to questions and documentations to be tabled/submitted are done on time. To manage the processing and collating of organisational data and institutional knowledge. To ensure that required information is collected and collated on time. Manage the rendering of programme and project management support. Oversee the management of multiple projects at all stages of the project(s) lifecycle from initiation to implementation. Manage the implementing and leading Lean value/benefits management, risk and dependency management capabilities. Effectively and efficiently manage the resources for project management.

**ENQUIRIES** : Ms CA Dreyer Tel No: (012) 764 3932

**POST 32/20** : **CHIEF DIRECTOR: SECURITY MANAGEMENT AND FACILITIES REF NO: GPW 23/70**

**SALARY** : R1 371 558 per annum (Level 14), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – (13% of basic salary). The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**CENTRE REQUIREMENTS** : Pretoria  
 : A Degree in Public Management/Security Management/ Facilities Management/ Property Management/ Social Sciences qualification at NQF Level 7 as recognized by SAQA. 5 years' senior management experience in facilities and security services environment.

**DUTIES** : Oversee and manage the rendering of an effective, comprehensive, and sound security management service. The overseeing of the process of ensuring effective and efficient security at all GPW premises. Ensuring the provisioning of guarding services to all GPW premises. The overseeing of the provisioning of the key management system. The overseeing of the rendering of an information and examination security service. Overseeing the implementation of security strategies and policies. The ensuring of proper implementation of the security policies, plans, and procedures. The overseeing of the provisioning of an effective and efficient security administration. The overseeing of the provisioning of service level agreement compliance in terms of contract management. The overseeing of the process to ensure compliance and administration of the National Key Point (NKP) prescripts and the Act. The overseeing of the provisioning of security awareness coordination and liaison with relevant stakeholders. The overseeing and

management of provision of security systems. The overseeing of the provisioning of sound technical security strategy and plans and electronic security systems and processes. The ensuring of effective surveillance, detection, reporting and follow through of all security incidents. The overseeing of the administering of security vetting and screening of staff members and service providers. The overseeing of the provisioning of effective and sound fraud and corruption strategies and plans and to undertake proper investigation services. Oversee security budget and cost effective spending. Oversee the management of security expenditure in line with the PFMA. Manages that financial resources are used effectively and according to good practice, policy and standards. Manages that all procurement practices followed in unit are compliant, transparent and fair. Completes unit financial planning, budgeting and forecasts according to good practice and in line with GPW's requirements. Ensure and manage facilities, property, and offices services. The overseeing of the provisioning of property management services. The overseeing of the rendering, directing and managing of office services. Manage all facilities of the GPW including branch offices as well as all owned or rented property. Procurement and contract management. Oversee the maintenance of building and grounds. Oversee that health and safety procedures are adhered to. Overseeing the obtaining of quotes from different contractors and presents the quotes to be approved with recommendations. Overseeing the calculation and comparing of costs for required goods or services to achieve maximum value for money. Oversee that project management is undertaken to supervise and co-ordinate work of contractors. Direct and plan essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling. Manage and lead change to ensure minimum disruption to core activities. Oversee the preparing of the maintenance and budgets are undertaken. Oversee the assessment of prospective new buildings together with a professional assessor (e.g., architect) and reports on alterations that would need to be done prior to occupation. Ensure that office support services are undertaken in a professional and cost-effective manner. Oversee the providing of record management services. Oversee the providing of effective and efficient transport, gardening, cleaning and messenger services.

**ENQUIRIES**

: Ms CA Dreyer Tel No: (012) 764 3932

**OTHER POSTS**

**POST 32/21**

: **DIVISIONAL MANAGER: FINISHING OPERATIONS REF NO: GPW 23/71**  
(Re-Advertisement)

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

: R958 824 per annum, (an all-inclusive remuneration package)  
: Pretoria  
: National Diploma or Bachelor's Degree in Operations/ Production/ Business Management at NQF Level 6 /7 qualification as recognized by SAQA. A minimum of five (5) years appropriate experience in the printing industry or manufacturing environment of which three (3) at junior management (Assistant Director) level. Knowledge And Skills In depth Knowledge and skills in Printing processes value chain or manufacturing business environment, Management of Production, Quality Assurance and Control systems, Staff Performance, Projects, Effective communication, Good interpersonal skills, conflict management and problem solving. Ability to work under pressure and meet deadlines, Understanding of ERP systems, Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, OHS Act and other National and Departmental policies and regulations.

**DUTIES**

: Management of the Finishing printed and unprinted products, equipment and personnel. Plan and schedule the Division's binding printing orders and ensure that all resources required are available and allocated effectively and efficiently according to the specified requirements. Set production targets on daily basis and determine the efficiency baseline rate per workstation. Ensure effective and efficient production and binding processes management. Make sure that the team adheres to Health and Safety working environment in accordance to OHS Act, policies and regulations, Manage Quality assurance and control systems and wastage reduction and ensure that Finished product are bound in in high quality standard and in accordance to customers specifications. Monitor adherence to

printing schedule and planning of print orders within the Division processes of jobs to next Division/Section. Determine and apply continuous improvement measures to production processes. Ensure that all procedures, standards and systems relating to the protection of security products matters are observed by all staff members. Proactively identify security risks and ensure that mitigating measures are in place. Ensure a smooth workflow between the workstations in the Division and the synergetic co-ordination of work in progress in line with the process value chain within the Finishing Division and other Divisions. Proactively identify and resolve possible bottlenecks timeously to ensure that printing orders are delivered as per the customer's specification. Ensuring that production equipment are kept in good condition, regularly maintained and adherence to maintenance plan and schedule. Ensure proper records keeping and accurate reporting on time as required.

**ENQUIRIES** : Mr T Khumalo Tel No: (012) 748 6329

**POST 32/22** : **DEPUTY DIRECTOR: EMPLOYEE WELLNESS AND OHS REF NO: GPW 23/72**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (an all-inclusive remuneration package)  
: Pretoria

: National Diploma at NQF Level 6 as recognized by SAQA in Social Science/ Psychology/ Behavioural Science/ Occupational Health and Safety/ Safety Management. Registration with Social Worker Council or South African Council for Social Service Professional (SACSSP) as Social Worker. Minimum 3 years' experience at Junior Management (Assistant Director) level in the employee health wellness programs such as counselling, social problems/ Public Health and Wellness/ Psychological/ Occupational Health and Safety environment. Valid Drivers license.

**DUTIES** : Manage the development and implementation of employee wellness strategies. Managing the development of policy, programmes and strategies for the GPW employees. Managing the development of an employee health programme that includes preventative care, screenings, diagnosis and possible treatment of illness, injury prevention, and health education. Managing the development of long term strategic plans for improving employee health and wellness using current research and best practices. Managing the creation of an environment where GPW's staff can strive towards achieving their health goals by providing advice on resources such as healthy eating options, exercise, and stress management techniques. Managing the conducting of assessments of the GPW's current health status to identify potential risks to employees. Management the provision of employee wellness services. Managing the providing of advice and guidance to employees. Managing the process of helping employees who are experiencing health problems find appropriate care from physicians or other health care providers. Managing the coordinating of events or activities related to employee health and wellness. Managing the procurement of reputable service providers to provide employee health and wellness services. Manage the implementation of occupational health and safety programmes. Develop and implement health and safety policies, systems of work procedures. Manage all statutory obligations on health and safety in the workplace for GWP. Manage all Injury on Duty cases (IOD) for the GPW. Implement and monitor the safety programme(s). Manage and develop staff. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

**ENQUIRIES** : Ms L Maswanganyi Tel No: (012) 748 6266

<b><u>POST 32/23</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION REF NO: GPW 23/73</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum, (an all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma at NQF Level 6 as recognized by SAQA in a financial field. A minimum of 3 years' financial accounting experience at Junior Management (Assistant Director) level. Valid Drivers license.
<b><u>DUTIES</u></b>	:	Manage financial administration and accounting function in the Sub-directorate. Identify financial accounting risks and develop and implement mitigating strategies. Tend to audit queries, liaising with internal and external auditors and implement corrective actions on auditors' findings and recommendations. Assist in the analysing of complex financial data and extracts and the defining of relevant information. Assist in obtaining data/ information for feasibility financial studies. Provide and manage effective preparation and processing of financial transactions. Implement and maintain compliant financial regulations and control measures in the Sub-directorate, ensuring effective and efficient financial administration services in the GPW. Review and sign off on monthly general accounts reconciliations, ensuring clearing of exceptions are done, all journal entries are properly verified and legitimate, and all general ledger postings are accurate. Ensure the maintenance of financial periods and ensure monthly and year-end closing of the general ledger. Review and sign-off bank reconciliations. Provide advice on VAT related issues. Manage the administering of employee remuneration and compensation. Review and sign off on payroll reports. Review and sign off on payroll reconciliations and control accounts. Ensure bi-annual reconciliations are submitted. Ensure correct and complete interface between payroll and accounting system. Ensure the accurate reconciliation of PAYE and submitting of monthly tax submissions. Ensure recordkeeping and reporting. Ensure that accounting records comply with GRAP, and all other statutory requirements and regulations. Review, collect information, and compile financial reports submitting it to the Director as required. Ensure accurate recordkeeping in the Sub-directorate. Review and development of policies and procedures. The development and review/ up-dating of methodologies, policies, and procedures in the Sub-directorate. Manage the Sub-directorate. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs). Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.
<b><u>ENQUIRIES</u></b>	:	Ms H Curlewis Tel No: (012) 748 6244
<b><u>POST 32/24</u></b>	:	<b><u>REGIONAL MANAGER: WAREHOUSE LIMPOPO REF NO: GPW 23/74</u></b>
<b><u>SALARY</u></b>	:	R424 108 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma at NQF Level 6 as recognized by SAQA in Warehouse Management/Logistics/Supply Chain/ Operations Management/ Purchasing Management. A minimum of 3 years in a Warehousing and distribution management environment of which at least 2 years in a supervisory role. Strong Knowledge of inventory management systems, warehouse safety regulations and quality control systems. Excellent organisational and problem solving skills. Ability to work under pressure and adapt to changing priorities. Attention to detail and excellent communication. Valid drivers licence.
<b><u>DUTIES</u></b>	:	Manage stores. Ensuring the rendering of effective and efficient administrative and auxiliary support services. Supervising the rendering of compliant administrative functions within deadlines. Ensure that the administration function is optimised and implement improvement procedures when required. Receive queries from

customers, investigate, resolve, and provide feedback within deadline. Liaise with clients to ensure effective and satisfactory service delivery. Ensure the rendering of effective auxiliary services including transport administration and cleaning services. Ensure that leave application are managed effectively as per Policy. Develop Document control methods to ensure that documents are stored. Ensuring the rendering of effective and efficient administrative and auxiliary support services. Ensuring that leave are managed effectively as per GPW Policy. Ensuring that petty cash and fuel card is effectively managed. Ensuring that Debtors Section is supported. Manage inventory. Maintain accurate records for all inventory transactions including receipts, issues and returns. Develop and implement inventory control procedure to ensure accurate stock levels. Monitor inventory levels, track usage patterns, conduct regular audit. Co-ordinate with supply chain management and contract printing to ensure that stock is received on time. Ensuring that replenishment of stock is executed timeously. Ensuring that transaction are updated regularly on GPW ERP System. Identify Slow and obsolete stock. Manage warehousing operations. Ensure and monitor the correct dispatching of items. Manage inbound and outbound flow of material within the warehouse. Implement and enforce best practices for picking and packing process in the warehouse. Ensure the adherence to Health and Safety requirements in the Division. Ensure compliance with all OHSWA safety requirements. Oversee health and safety of employees. Monitor the maintenance of good housekeeping. Provide inputs on policy development and recordkeeping. Assist with developing and implementing of effective and efficient warehousing strategies, policies, procedures, and practices and ensure adherence thereto. Ensure compliance with all company policies and procedures. Ensure up to date records in the Division to ensure the providing of accurate information for reporting purposes as required on time.

**ENQUIRIES**

: Mr V Manganye Tel No: (012) 748 6131

**POST 32/25**

: **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: GPW 23/75**

**SALARY  
CENTRE  
REQUIREMENTS**

: R424 104 per annum  
: Pretoria  
: National Diploma at NQF Level 6 as recognized by SAQA in Property Management/ Real Estate/ Facilities Management. At least 3 years of relevant work experience in property administration or facilities management of which at least 2 years in a supervisory role. Valid Drivers licence.

**DUTIES**

: Manage/ Provide Property Maintenance services. Manage all facilities of GPW including branch offices, all owned or rented property. Procurement and contract management. Building and grounds maintenance. Health and safety requirements. Utilities and communications infrastructure. Space management. Manage/ render Property Administration and Office Space Administration. Obtain quotes from different contractors and present the quotes to Management with appropriate recommendations. Place orders with the contractors. Supervise the work to successful completion. Calculate and compare costs for required goods or services to achieve maximum value for money to the GPW. Approve any interim payments. Assist the Deputy Director in Project Manage and supervise and co-ordinate the work of appointed contractors. Check that agreed work by staff or contractors has been completed satisfactorily and following up on any possible deficiencies. Conduct an inspection for approval and finalise payments to the contractor. Carry out monthly inspections of the buildings and perform intensive inspections. Prepare a monthly report for senior management which details building conditions. Once assessment has been completed, obtain quotes from contractors, and liaise with the Insurance Company to obtain approval and payment for the project. Prepare six-month schedules of work. Assess prospective new buildings together with a professional assessor (e.g., architect) and report on alterations that would need to be done prior to occupation. Plan best allocation and utilisation of space and resources for new buildings or re-organizing current premises. Perform building inspections of the premises when the tenant is vacating the site and ensure that the building is in the same condition as when occupation was effected. Monitor the interpretation of technical aspects of lease and conducts negotiation with the tenants. Respond appropriately to emergencies or urgent issues as they arise.

Manage/ Provide gardening Services. Establish landscape, gardens and ground maintenance service strategies. Develop and establish effective landscape, gardens and ground maintenance solutions inclusive of techniques and processes. Set formal and measurable performance targets and reporting strategies in conjunction with a Service Level Agreement. Employ sound environmental and ecological practices. Improve the aesthetic appeal of the surrounding environment to complement existing architecture and ensure longevity of the grounds. Ensure effective oversight of contractors and the maintenance of equipment. Provide managerial activities. Monitor and ensure proper utilisation and maintenance of equipment. Evaluate and monitor performance appraisal of subordinates. Ensure capacity building and training of staff. Develop job descriptions for subordinates. Implement workplace discipline. Effective management of sub-ordinates' leaves. Allocate of work. Provide inputs to the monthly and quarterly reports sufficient/aligned to Business Plan/APP/Strat Plan. Provide inputs to the annual spending plans aligned to business plan on coming year. Perform a stakeholder analysis for the component and identify their needs - incorporate in business planning process. Develop/review internal work processes (SOPs); and Provide inputs on the development / review of Business plans with clear roles and responsibilities assigned with the resources requirements identified.

- ENQUIRIES** : Mr E Louters Tel No: (012) 748 4085
- POST 32/26** : **SENIOR ADMINISTRATIVE OFFICER: OFFICE SERVICES & CLEANING REF NO: GPW 23/76**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
: Pretoria  
: National Diploma at NQF Level 6 as recognized by SAQA in Administrative Management/ Facilities Management/ Public Management/ Public/Office Administration/ Office Management. At least 2 years of administration clerical experience in office services and cleaning management and procurement of consumables. Valid Drivers licence.
- DUTIES** : Administer Office Services. Develop and implement policies, procedures, and guidelines for the effective management of office services. Coordinate and oversee office supply procurement, inventory management, and distribution. Maintain a professional and welcoming office environment for staff and visitors. Ensure and monitor the rendering of cleaning services and liaise with relevant stakeholders to resolve any Cleaning Operations. Supervising cleaning teams assigned to GPW's premises, sites, and other facilities. Ensuring overall supervision of all cleaning functions in the GPW. Supervise and manage cleaning staff, ensuring that they adhere to cleaning schedules and standards. Monitor the cleanliness and maintenance of all office areas, including common spaces, restrooms, and workstations. Ensure compliance with health and safety regulations and implement necessary measures to maintain a safe working environment concerns. Support the Directorate in terms of budget and resource Management. Prepare and manage the budget for office services and cleaning operations. Optimize resource allocation to maintain cost-effectiveness while meeting quality standards. Identify areas for improvement and implement strategies to enhance efficiency and productivity. Handle reporting and documentation. Maintain accurate records of office services and cleaning activities. Prepare regular reports on service performance, resource utilization, and budget expenditures. Present findings and recommendations to higher authorities as required.
- ENQUIRIES** : Mr E Louters Tel No: (012) 748 4085
- POST 32/27** : **SENIOR ADMINISTRATIVE OFFICER: LEGAL SERVICES (CORPORATE COMMERCIAL) REF NO: GPW 23/77**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum  
: Pretoria  
: National Diploma at NQF Level 6 as recognized by SAQA in Administration/ Public Administration/ Public Management/ Office Management and Technology. Two (2) years' Administration experience in the field of legal support services is required.

**DUTIES** : Provide an administrative support service to the office of the Directorate Legal Services. Provide administrative support by compiling submissions and reports, photocopying documents and scanning information as required. Providing reception services including call screening as well as attending messages. Diary Management. Manage Filing system in the Office of the Directorate Legal Services. Support with the management of leave and compilation of leave register. Ensures effective flow of information and documents to and from the office of the Directorate Legal Services. Ensure the security profile and classification of documentation reports and information related to the office. Handle procurement of standard items like Stationery and refreshment for the activities within the office of the Directorate Legal Services. Liaise with stakeholders and implement actions in line with the relevant protocols and delegations. Respond to enquiries received from internal and external stakeholders. Distribute/allocate tasks to staff and provide deadlines. Provide secretarial support to the Directorate Legal Services. Arrange meetings and coordinates logistical arrangements for the meeting i.e. venue, refreshments, agenda, action log etc. Record minutes/decisions and communicates to the relevant role players and follow up on progress made. Administer documents control within the Directorate Legal Services office. Management of all incoming and outgoing correspondence; as well as tracking correspondence and submissions; Ensure that all documents are registered on Electronic system. Coordinate responses to and submissions on, all requests the Director: Legal Services. Scrutinize routine documents and make notes for the Directorate Legal Services. Forward correspondence to the Director: Legal Services. Redirect correspondence as per instructions and maintain copies of documents. Make follow up on referred correspondence. Coordinate feedback from stakeholders, refer to the Director: Legal Services and dispatch accordingly. Provide logistical support to the Directorate Legal Services. Make travel arrangements by sourcing relevant quote and prepare submission for approval. Arrange bookings (i.e. Flights, accommodation, car hire, and shuttle) and provide information to the traveller. Prepare Substance & Travel claims upon return from the trip. Efficient administrate and manage Budget. Check and correlates reports to ensure that expenditure is correctly allocated. Keep record of expenditure commitments, monitor expenditure and alters manager of possible over and under spending. Identify the need to move funds between items, consults with manager and compile submission in this regard. Handle procurement processes within the Directorate Legal Services.

**ENQUIRIES** : Adv S Ramasodi Tel No: (012) 748 6321

**POST 32/28** : **WAREHOUSE CONTROLLER: SECURITY STORES: TRAVEL DOCUMENTS REF NO: GPW 23/78**

**SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma at NQF Level 6 as recognized by SAQA in Supply Chain Management / Warehouse Management / Purchasing/ Logistics Management. Two (2) years' experience in secure warehousing and distribution management of which 1 year should be in a supervisory capacity.

**DUTIES** : Receive and safely store passports, ID's and related materials and parts. Receive, Inspect, and record incoming shipments. Ensure receiving of the correct items and quantity as per documentation and invoice date. Ensure that the warehouse is organized and optimized for efficient storage and retrieval of materials. Establish appropriate storage locations, implement labelling systems, and maintain a tidy and safe working environment. Ensuring that warehouse equipment, such as forklifts, pallet jacks, or conveyor systems, are well-maintained and in proper working condition. This includes scheduling routine maintenance, coordinating repairs, and training warehouse staff on safe equipment operation. Continuously evaluate warehouse processes and identify opportunities for improvement: This may involve implementing new inventory management systems, streamlining workflows, optimizing space utilization, or introducing automation technologies to enhance efficiency and accuracy. Ensure the efficiently issuing of passport, ID and related stock. Ensure that material/stock issuing meets production units' demands and expectations. Ensure that stock issued is documented and signed for as per GPW requirements. Ensure the safe moving of the stock according to the required

security measures. Collaborate with other units, such as production, procurement, and quality assurance, to coordinate the flow of materials and provide accurate information on stock availability, lead times, and any issues affecting warehouse operations. Ensure the safekeeping of stock. Ensure the proper and secure handling of material and stock in the warehouse, including loading and unloading shipments, moving materials between storage areas, and the proper packaging and protection to prevent damage. Responsible for maintaining accurate and up-to-date inventory records of all travel and ID document production materials stored in the warehouse. Ensure that regular and accurate stock checks are conducted. The evaluation of stock count accuracy and completeness as well as the reconciliation of discrepancies. Ensuring the security and compliance of the warehouse by implementing security measures, such as restricted access controls, surveillance systems, and inventory tracking mechanisms, to prevent unauthorized access and minimize the risk of theft or loss. Identify security risks and recommend and implement plans to mitigate the risks. Provide efficient administration support services for the Sub-division. Rendering of all administrative related functions. Render logistical support, the ordering and issuing of stationery, etc. Proper recordkeeping and maintaining of the filing system. Provide accurate reports as required on time. Manage human resources services in the section. Form part of the recruiting and selecting process of staff in the Section. Allocate and check work of staff. Functional/Technical advice to staff in the Section. Formal disciplinary measures applied according to prescripts and procedures if necessary. Conduct performance reviews per GPW policy. Promote and foster team building in the Section. Safety, health, environment, risk, and quality (SHERQ) management in the Section. Comply with all OHS safety requirements. Monitor and mitigate plant related safety risks. Ensure that SHERQ processes are adhered to it all times. The ensuring of up-to-date policies and procedures for the Sub-Directorate. Assist with the developing and review of policies and procedures for the Sub-Directorate. Keep up to date with new trends in the industry.

**ENQUIRIES**

: Ms L Bhandu Tel No: (012) 748 6224

**POST 32/29**

: **PERSONAL ASSISTANT REF NO: GPW 23/79 (X3 POSTS)**

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

: R294 321 per annum  
: Pretoria  
: National Diploma at NQF Level 6 as recognized by SAQA) in Office Administration/ Public Administration/ Public Management/ Office Management and Technology. A minimum of one year experience in rendering secretarial, clerical, and administrative support services to Senior Manager.

**DUTIES**

: Provides a secretariat/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers, are good working order. Records the engagements of the senior manager. Utilises discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitises/advice the manager regarding engagements; and compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtains inputs, collates and compiles reports. Progress reports; Monthly reports; Management reports. Scrutinizes routine submissions/reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyses and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritizes issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationery, refreshments etc for the activities of the manager and the unit; and

obtains the necessary signatures on documents like procurement advice and monthly salary reports. Provides support to manager regarding meetings. Scrutinizes documents to determine actions/information/other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/her on the contents. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the manager as required; and coordinates logistical arrangements for meetings when required. Support the manager with the administration of the manager's budget. Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager and compiles draft memos for this purpose; and compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager; and remains abreast with the procedures and processes that apply in the office of the manager.

**ENQUIRIES**

: Mr M Mahlangu Tel No: (012) 748 6317

## 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 M Shitiba
- CLOSING DATE** : 26 September 2023
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of 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 POSTS

- POST 32/30** : **ASSISTANT DIRECTOR: NATIONAL TERTIARY SERVICES GRANT REF NO: NDOH 53/2023**  
Directorate: National Tertiary Services Grant
- SALARY** : R424 104 per annum, (plus competitive benefits)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate (NQF 4) and a three-year National Diploma (NQF 6) in Financial Management/Accounting. At least three (3) years' relevant experience in the management of public sector conditional grants at a Senior Administration Officer or equivalent level. Knowledge and proven experience of the District Health Information System (DHIS). Extensive knowledge and experience of the management of Business Plans, Service Level Agreements, annual reports and quarterly reports. Knowledge of the Division of Revenue Act (DORA). Good communication (verbal and written), and computer skills (MS Office Packages). Ability to work under pressure and independently as well as part of the team. Willingness to work irregular hours and to travel occasionally. A valid driver's license.
- DUTIES** : Undertaking support visits to Provinces and NTSG funded facilities. Ensure service specifications, by visiting and verifying the existence of funded services as per the Service Level Agreement (SLA). Compile and evaluate annual, quarterly and discrepancy reports. Quality assure all reports before submitting to National Treasury. Facilitate the submission of financial and non-financial data submitted by provinces, according to the correct economic classification and agreed upon items in the business plans. Monitor and analyse expenditure of the NTSG Business Plans, Developmental Plans and Modernization of Tertiary Services Plans. Allocate the NTSG budget based on the business plans, according to the with numbers of specialists and numbers of beds at facilities. Ensuring approval of Service Level

Agreements, Business Plans, Developmental Plans and the Modernization of Tertiary Services. Ensure the annual updating, preparation and submission of the SLA's to provinces. Responding to internal audit and Auditor-General on Request for Information's (RFIs).

**ENQUIRIES** : Ms B Maclou Tel No: (012) 395 8235

**POST 32/31** : **VETTING OFFICER REF NO: NDOH 52/2023**  
Directorate: Security Services

**SALARY** : R294 321 per annum, (plus competitive benefits)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A Grade 12 Certificate and National Diploma (NQF 6) in Social Science / Security Management and/or Policing. At least two (2) years of security-related and investigation experience. Certificate in Basic Vetting training course, investigation course will be an advantage. Knowledge of Minimum Information Security Standards (MISS) and other security-related and departmental policies/guidelines and procedures, National Vetting Strategy, general administrative function including vetting, security policy, National Strategic Intelligence Act, Protection of Information Act, South African Constitution, Criminal Procedure Act, Protection of Personal Information Act, Promotion of Access to Information Act, investigation and procedures applicable to the public service. Good communication (written and verbal), supervisory, self-management, initiative, planning and organizing, report writing and computer literacy (Microsoft Office package) skills. Ability to follow a proactive and creative problem-solving approach, conflict management and be able to work under pressure. A valid driver's license.

**DUTIES** : Conduct vetting fieldwork investigations. Gather relevant information. Conduct proper analysis and quality checks on the information and compile and submit reports to management and SSA on all vetting files, and reports completed on a regular basis. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Analyse, research and evaluate all vetting information. Administer vetting files and reports. Draft submissions, reports, operation progress reports, memos and letters for internal and external communications on behalf of the Security Manager. Provide effective communication channels and systems between the department and the State Security Agency (SSA) and other related agencies. Liaise regularly with SAPS, SSA, Defence, Home Affairs and other security-related and critical stakeholders for advice and assistance and to obtain additional information.

**ENQUIRIES** : Mr RP Mphilo Tel No: (012) 395-9385

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Gauteng Community Education and Training College)  
(Northern Cape Community Education and Training College)**

**ERRATUM: (Thekwini TVET College):** Kindly note the following post was advertised in Public Service Vacancy Circular 31 dated 01 September 2023. The Post: Labour Relations Practitioner SI7 with Ref No: ER 01/2023 is amended: This post is on (12) twelve months contract and it is College Paid. The closing date has been amended to 22 September 2023.

**OTHER POSTS**

- POST 32/32** : **HEAD OF ENTERPRISE ARM REF NO: 2023/08/01**  
Directorate: Corporate Services  
(Three years contract)
- SALARY** : R424 104 per annum (Level 09), plus 37% in lieu of benefits  
**CENTRE** : Gauteng CET Central Office (Ormonde)  
**REQUIREMENTS** :  
Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing/ Public Relations, fundraising, or any related field. (Honours or Master's Degree will be an added advantage) Minimum experience: At least 3-5 year's fundraising experience or equivalent commercial sector experience generating multi-channel income programs. Excellent written, verbal, and telephonic communication skills. Demonstrated success in leading projects, building project teams. Demonstrable track record of Strategic Fundraising. Proven track record in fundraising that has directly resulted in increased income for an organisation, A drivers License. Excellent understanding of development of partnerships, fund-raising, functions and international relations. Ability to draft the proposal based on the Gauteng CET College needs. Excellent inter-personal skills, and ability to maintain strong relationships, Strong cross-cultural skills and versatility in dealing with different types of partnerships. Personal integrity with an honest and open style. Approachable, with an ability to engage partners at all levels. Able to become innovative and creative.
- DUTIES** : Set annual income projections in consultation with the College Management and lead fundraising input to all organisational planning and reporting. Ensures that the Gauteng CET College develops and maintains positive and effective partnerships and purposeful relationships that are relevant to the implementation of the Partnership Strategy; Promotes the vision and objectives of the Gauteng CET College Strategic Plan to external and internal stakeholders. Develops and implements a Partnership Strategy that supports the Gauteng CET College partnerships, and ensures the very best of relationships with partners, donors and others. Create strategies for ongoing innovation and testing in the fundraising programme. Assist in the Establishment of Enterprise Arm of the College. Ensures effective engagement of strategic partners, especially industry and commerce. Develops strategic partnership-building approaches with government, Donor, Civil Society, Corporate, and Gauteng CET College stakeholders. Able to apply for the Strategic Projects such DGs, UIF and NSF Proposal. Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams, identify new potential income streams and produce strategies to access the funds. Managing individual relationships with current and prospective donors. Putting together persuasive and engaging proposals and applications to corporate sponsors, stewarding these relationships throughout their terms including writing evaluations and crediting supporters. Any other duties as delegated by the principal.
- ENQUIRIES** : Ms I.S Maisane Tel No: (010) 900 1154 / Mr M.T Maboe Tel No: (010) 900 1168  
**APPLICATIONS** : Must be hand delivered at: Head office: Block D, 2nd Floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091: or email to [HR.GCETC@Dhet.gov.za](mailto:HR.GCETC@Dhet.gov.za)
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website which must be completed in full and originally signed and an updated CV. Only shortlisted candidates will submit qualifications,

ID and Drivers license. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training Gauteng CET College reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ verification. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests. Persons with disabilities are encouraged to apply. The Gauteng CET College 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.

**CLOSING DATE** : 22 September 2023 at 12H00

**POST 32/33** : **PROJECT COORDINATOR**  
Contract (Three years)

**SALARY** : R359 517 per annum (Level 08), plus 37% lieu benefits  
**CENTRE** : Northern Cape Community Education and Training College  
**REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3 – year National Diploma / bachelor’s degree or equivalent qualification in Management/ Business Administration. A Diploma in Project management will be added advantage. Five years relevant working experience with traceable reference in the field of project Management. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding and Valid driver’s license and preferably having own vehicle. The relevant experience where such experience includes: A thorough understanding of financial management and accounting principles, with the ability to consolidate sets of accounts in the required format/s. The ability to investigate and reconcile multiple accounts is essential. Previous experience in community engagement would be an advantage. Previous experience in writing a requirement e.g. fundraising proposals or reports or academic papers etc. Previous experience working within a computerised accounting environment and having worked with Excel at an advanced level. Previous experience in working with word-processing (including being able to create and maintain databases), email and the internet. Previous experience in setting up and maintaining filing and administrative systems. Candidates who are certified bookkeepers (i.e., they belong to a professional body) will be at a distinct advantage. A Drivers license is a distinct advantage.

**DUTIES** : Recruitment of learners, Administer the induction of learners, ensuring portfolio of evidence of the facilitators/ learners are compiled for compliance with the quality Councils, ensure that the assessment reports received are processed and safely filled, uploading of learners and their results on / quality Councils SETA database system, Handling the certification of learners with relevant ETQA Distribution of tools, Learning material and PPE, Liaise with SETA, service providers and other divisional managers on matters regarding learners / students, Monitoring of learners on sites and in learning, prepare invoice for the funders, Consolidating reports for monthly or scheduled reporting administer/ Prepare all project meetings, Consolidate project data for monthly and quarterly reporting, Reconcile monthly project expenditures. Assist in the compilation report on finances of the project to funder, Capture student monthly stipend claims on excel and prepare them for submission to procurement and finance for payment. Responsible for projects office clerical functions like faxing, printing, photocopying of documents, telephone enquiries and safe keeping of documents.

**ENQUIRIES** : Ms Masabatha Phakathe, Human Resources Tel No: (053) 753 2014/ 063 241 2385

**APPLICATIONS** : All applications must be forwarded to: Corporate services, Northern Cape Community Education and Training College, 19 Oliver Road, Klisserville, Kimberley, 8301

**FOR ATTENTION** : Ms Eugenia Phaladi, Human Resources Tel No: (053) 753 2014/ 084 717 1645.

**NOTE**

: The Northern Cape Community Education a Training College is an equal opportunity, affirmative action employer. It is intended to promote representativity through the filling of posts. The candidature of persons whose appointment /transfer/promotion will promote representativity will receive preference.

**CLOSING DATE**

: 22 September 2023 @at16h00

**JUDICIAL INSPECTORATE FOR CORRECTIONAL SERVICES**

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

- APPLICATIONS** : Pretoria/Centurion: Private Bag 153, Centurion, 0046. Alternatively, applications may be handed in at Block C 3, Eco Origins Office Park, Witch-hazel Street, Centurion, 0046  
KwaZulu - Natal Region: P.O. Box 1322 Durban 4000. Alternatively, applications may be handed in at Aqua Sky Building, 275 Anton Lembede Street, 8th Floor, Durban 4001
- CLOSING DATE** : 29 September 2023
- NOTE** : The application must include only the completed and signed new Z83 Form (which has been in effect since 1 January 2021), obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive and detailed Curriculum Vitae, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks of experience as compared to the Public Service, as well as at least three contactable references. Certified copies of the Identity Document, Senior Certificate, Driver's License where necessary and all qualifications mentioned in the CV, as well as a SAQA verification report for foreign qualifications, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). Incomplete applications or applications received after the closing date will not be considered. The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates and other suitability checks. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted when requested. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. By submitting the employment application form, you agree and consent in terms of section 11 (1) of the Protection of Personal Information Act, 2013 (POPIA), to your personal information which you provide to JICS being processed by JICS and its employees, agents, cabinet committees, and sub-contractors for recruitment purposes, under the Protection of Personal Information Act, 2013. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 12 months. JICS reserves the right not to make any appointment(s) to the advertised posts. The successful candidate will be expected to sign a performance agreement. Please Note: Before you apply: All costs associated with an application will be borne by the applicant. The appointment will be made according to the Public Service Act of 1994. The Judicial Inspectorate for Correctional Services is committed to the achievement and maintenance of diversity and equity employment, preference will be giving to Whites, Indians and people living with disabilities.

**OTHER POSTS**

- POST 32/34** : **VISITORS COMMITTEE COORDINATOR - VCCO REF NO: JI 79 /2023**  
Directorate: Management Regions
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : KwaZulu- Natal Region

- REQUIREMENTS** : Applicants must have a Senior Certificate/Grade 12, Degree/National Diploma in Public Administrations/ Public Management/Office Management on NQF 6 as recognised by SAQA or recognised relevant equivalent qualification on NQF 6 ; a minimum of 5 years' experience within justice cluster environment; or 2 years supervisory experience; Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and National Treasury Regulations; A valid manual driver's licence and willingness to travel. Skills and Competencies: Computer literacy (MS Office); Sound Interpersonal relations; Communication (verbal and written) skills; Planning and organizational skills; Able to work under pressure, independently and willing to work extra hours; Problem-solving and leadership skills; Ability to pay attention to detail. Good conflict resolution skills. Exposure in the justice cluster environment will be an added advantage.
- DUTIES** : The successful candidate will be responsible for supervising the work of Independent Correctional Centre Visitors (ICCVs) and providing support to the ICCVs. Attend to Visitors Committee/Stakeholders meetings. Conduct performance audits/ assessments; arrange inductions/training and attend to disciplinary matters related to ICCVs. Monitor all mandatory complaints according to policy. Capture unresolved complaints from VC meetings on the system. Rendering of administrative support services to the ICCVs. Manage the relationship with stakeholders (good working relationships).
- ENQUIRIES** : Mr. S Sibanyoni /Mrs. S Naidoo Tel No: (031) 366 1900
- POST 32/35** : **ADMINISTRATION CLERK – INSPECTIONS & INVESTIGATIONS REF NO: JI 80 /2023**  
Directorate: Legal Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Centurion  
: Applicants must have a Senior Certificate. Computer literate (MS Word, Excel) and exposure to Microsoft Outlook. Knowledge of office administration. Ability to communicate verbally and in writing. Ability to work independently and also as part of a team. Ability to multi-task and general admin capabilities. Driver's license and proficiency in English and at least one other official language are an added advantage.
- DUTIES** : The successful candidate will be responsible for recording, organizing, storing, capturing and retrieving correspondence and data. Update registers and handle routine enquiries. Make photocopies and receive and send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the unit. Communicate with stakeholders. Make travel arrangements on short notice. Keep and maintain the incoming and outgoing document register of the unit.
- ENQUIRIES** : Mr L. de Souza / Mr O. Thakadu Tel No: (012) 321 0303
- POST 32/36** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: JI 81/2023 (X2 POSTS)**  
Directorate: Support Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Centurion  
: Applicants must have a Grade 12/Senior certificate. Knowledge of supply chain management environment. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Numeric skills. Team player and strong organizational skills. Ability to work independently. Knowledge of SYSCON and LOGIS systems will be an added advantage.
- DUTIES** : The successful candidate will be responsible for assisting with the procurement of goods and services and liaising with suppliers. Provide logistical support. Administer inventory and allocate assets in line with policies and guidelines. Perform physical asset verification, barcoding and updating of the asset registers. Maintain proper records and communication and reporting, handle asset disposal. Provide administrative support.
- ENQUIRIES** : Mr. A. Fortuin / Ms. T.Tshangana Tel No: (021) 421 1012

**POST 32/37** : **INDEPENDENT CORRECTIONAL CENTRE VISITOR (DATA CAPTURER) REF NO: JI 82/2023**  
(36 Months Contract Appointment)

**SALARY** : R75 837 per annum (3/8th, Level 05), plus 37% in lieu of benefits.  
**CENTRE** : Centurion (Northern Management Region)  
**REQUIREMENTS** : Applicants must have a Grade 12/Senior Certificate. Computer literate and accurate. Ability to work independently and as a team. Public spirited and sound knowledge of the Batho Pele principles. Assertiveness and ability to work under pressure. Ability to communicate (verbally and in writing).

**DUTIES** : The incumbent will be responsible for receiving and capturing all complaints/requests on the database. Opening and maintenance of case files. Make follow-ups on outstanding complaints. Submission of monthly reports.

**ENQUIRIES** : Mr M Mentoor/Ms G Thabethe Tel No: (012) 663 752160  
**NOTE** : Provide statistical analysis of all complaints received. Attend to enquiries. Ad-hoc tasks as delegated by the supervisor.

## DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

**CLOSING DATE** : 26 September 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. 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 32/38** : **SENIOR LEGAL ADMINISTRATION OFFICER: (MR-6) REF NO: 23/101/DG**

**SALARY** : R531 381 – R1 252 374 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

**CENTRE** : National Office, Pretoria

**REQUIREMENTS** : An LLB Degree or 4 years recognized legal qualification; At least 8 years appropriate post qualification legal experience; Knowledge of the South African Legal System, Legal Practices and related spheres with specific reference to civil litigation and the law of contract; Knowledge of the Constitution, Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act, Superior Courts Act and Magistrates Court Act; Knowledge and experience in Office Administration. Skills and Competencies: Legal research; Legal drafting; Applied strategic thinking; Budgeting and financial management; Communication and information management; Continuous improvement; Citizen focus and responsiveness; Diversity management; Impact and influence; Managing interpersonal conflict and resolving problems; Planning and organizing; Team leadership.

**DUTIES** : Key Performance Areas: Provide guidance and advice on various legal and policy frameworks and regulations; Provide legal advice for the Office of the Director-General; Coordinate Statutory Structures of which the Director-General is responsible; Attend meetings and workshops as required, providing support as required and monitor decisions; Provide effective people management.

**ENQUIRIES** : Mr C Msiza Tel No: (012) 315 4754

**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001. OR Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

- POST 32/39** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (SERVICE BENEFITS) REF NO: 23/102/KZN**
- SALARY** : R424 104 – R 496 467 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Durban
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management/ Industrial and Organizational Psychology; A minimum of 3 years' experience in human resource management environment at supervisory level within the Service Conditions environment; Knowledge of Persal System, human resource management directives/policies/prescripts; Knowledge and Understanding of Employment Equity Act, Basic Conditions of Employment Act, Public Service statutory frameworks, Financial Management and regulatory framework/guidelines, Public Service Act, Public Service Regulations, Treasury Regulations, Departmental Financial Instructions, Public Finance, Management Act, Government initiatives and decisions. Skills and Competencies: Computer literacy (MS Word, PowerPoint, Outlook, Excel etc); Research and analytical skills; Strong leadership with strategic capabilities; Budgeting and financial management; Communication and information management; Diversity management; Interpersonal skills; Conflict management and problem solving skills; Planning and organizing; Decision making; Project management.
- DUTIES** : Key Performance Areas: Coordinate the implementation of service benefits; Coordinate the implementation of policies and frameworks for Condition of Service; Consolidate reports on human resource administration matters; Manage and co-ordinate human resource administration practices; Provide effective people management.
- ENQUIRIES** : Ms M.P. Khoza Tel No: (031) 372 3000
- APPLICATIONS** : Quote the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address: Recruitment, First Floor, 2 Devonshire Place Off Anton Lembede Street, Durban, 4001
- POST 32/40** : **SENIOR HUMAN RESOURCES OFFICER REF NO: 23/64/FS**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Provincial Office, Bloemfontein
- REQUIREMENTS** : Grade 12 or NQF equivalent qualification; A minimum of 3 years relevant experience in human resource administration work environment.—Skills and Competencies: Computer literacy (MS Word, Excel, Outlook and Persal); Good communication (written and verbal) skills; Ability to work under pressure; Facilitation and minutes – taking skills.
- DUTIES** : Key Performance Areas: Implement transactions in respect of Recruitment and Selection, Transfers, Promotions, Probations, Pay/Grade Progression, Appointments, Payment of Casual Interpreters and maintenance of the Establishment; Provide general administrative support in performance management and condition of service benefits; Check and approve transactions of PERSAL; Provide monthly statistics of HR functional matters and analyse reports; Provide effective people management.
- ENQUIRIES** : Ms N Dywili Tel No: (051) 407 1800
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Director: HR, Private Bag X 20578; Bloemfontein, 9300 or hand delivered at 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein 9300.
- POST 32/41** : **SENIOR COURT INTERPRETER REF NO: 23/53/FS**
- SALARY** : R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Magistrate Office: Tseki (to be stationed at Vrede)
- REQUIREMENTS** : Grade 12 and National Diploma in Legal Interpreting at NQF 5 or equivalent qualification at NQF 5 and minimum of three years practical experience in court interpreting; or Grade 12 and ten years practical experience in court interpreting; Proficiency in English and two or more indigenous languages Language

		Proficiency: English, Sesotho, IsiZulu and Afrikaans; A valid driver's license will be an added advantage. Skills and Competences: Good communication (written and verbal); Interpersonal relations; Accuracy and attention to detail. Computer literacy.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Interpret in court of law (Criminal and Civil cases); Interpret in confessions, commissions and tribunals and family law; Translate legal documents and documentary exhibits used in court; Perform any other duties that may be assigned to in terms of rationalization of office.
<b><u>ENQUIRIES</u></b>	:	Ms NM Dywili Tel No: (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	Please direct your applications to: The Director: Human Resource, Private Bag X20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301.
<b><u>POST 32/42</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: 2023/106/GP</u></b>
<b><u>SALARY</u></b>	:	R294 321 – R343 815 per annum. The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Johannesburg
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent; A minimum of 3 years' experience in administration; Knowledge of Public Finance Management Act (PFMA), Departmental Financial Instruction (DFI), Basic Accounting System (BAS) and Justice Yellow Pages (JYP). Skills and Competencies: Computer literacy (MS Office, MS Excel & PowerPoint); Good Communication (verbal and written); Good interpersonal relations and problem solving skills; Ability to work under pressure and work independently; Accuracy and attention to details.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Render general clerical support services; Provide Supply Chain clerical support services within the component; Provide personnel administration clerical support services within the Court/ Cluster; Provide financial administration support services in the Court/ Cluster; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Ms P Raadt Tel No: (011) 332 9000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Provincial Head, Private Bag X6, Johannesburg 2000 or physical address: Provincial Office – Gauteng; Department of Justice and Constitutional Development; 7 <sup>th</sup> floor Schreiner chambers, Corner Pritchard and Kruis street, Johannesburg.
<b><u>POST 32/43</u></b>	:	<b><u>MAINTENANCE OFFICER (MR1-MR5) (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 915 – R1 005 801 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<b><u>CENTRE</u></b>	:	Magistrate Office, Mosselbay Ref No: 86/2023/WC Magistrate's Office, Kroonstad Ref No: 23/65 /FS
<b><u>REQUIREMENTS</u></b>	:	LLB Degree or recognized 4 year legal qualification; A valid driver's license; Knowledge of the maintenance system, Maintenance Act and family law matters; Understanding of all services and procedure in the area of Maintenance. Skills and Competencies: Computer literacy (MS Office); Good communication skills (verbal and written); Numeracy skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Good interpersonal relations; Innovative and work in a pressurized environment.
<b><u>DUTIES</u></b>	:	Key Performance Areas: Manage duties or functions of a Maintenance Officer in terms of the Maintenance Act; Obtain financial information for the purposes of maintenance enquiries; Implement bench orders; Provide effective people management.
<b><u>ENQUIRIES</u></b>	:	Cape Town: Ms L Mayedwa Tel No (044) 693 3113 Bloemfontein: Ms. NM Dywili Tel No (051) 407 1800
<b><u>APPLICATIONS</u></b>	:	Cape Town: Please forward your application to: Provincial Head: Private Bag X 9171, Cape Town, 8000 or physical address: 8 Riebeeck Street, 5 <sup>th</sup> Floor Norton Rose House, Cape Town. For Attention: Cape Town: Ms L Keyster Bloemfontein: Direct your application to: The Director: HR, Private Bag20578, Bloemfontein, 9300 or hand deliver to Physical Address 53 Colonial Building, Charlotte Maxeke Street, Bloemfontein, 9301
<b><u>NOTE</u></b>	:	Separate application must be made quoting the relevant reference number.

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426/ Ms T Mothoagae 012 406 7737
- CLOSING DATE** : 22 September 2023
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za). All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be required from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.
- ERRATUM:** Kindly take note that the post of State Accountant: Payroll and allowance with Ref No: DMRE /2436 advertised in the Public Service Circular 31 dated 01 September 2023, the post title has been amended to State Accountant.

## OTHER POSTS

- POST 32/44** : **DEPUTY DIRECTOR: MINE COMMUNITIES & STAKEHOLDER ENGAGEMENT MANAGEMENT REF NO: DMRE/2434**
- SALARY** : R958 824 per annum (Level 12), (inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Relevant Degree in Social Science on development economics, social science, industrial science, Driver's license with minimum of 3 years' experience at a junior managerial level Plus, the following competencies Knowledge of: A clear understanding of the Social and labour plan and BBSEE adjudication. Understanding of IDP and LED processes Skills: Strong ability to secure communication between government departments, business organizations and

institutions. Financial management, negotiation skills, conflict resolution. Strong ability to think innovatively, identify development opportunities through recognition synergies and the drive to see these through to completion. Strongly ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects. Thinking Demand: Recognising viable development opportunities. Strong ability to be innovative and exploit synergies within the regulatory framework to promote development initiatives. Strong ability to think laterally. Identify linkages and effectively communicate to establish co-operation between various.

**DUTIES** : Engage stakeholders to build relationship between community, labour, business, and other government departments. Coordinate inputs on policies, legislation, and guidelines from Mineral Regulation. Provide specialized Social Labor Plan Services. Monitor and evaluate the implementation of relevant legislation related to Social and Labor Plans (SLPs). Coordinate and identify social and labour plan training and development needs. Provide managerial activities.

**ENQUIRIES** : Mr N Zweni Tel No: (012) 444 3919  
**NOTE** : Indian/ coloured/ white male and persons with disability are encouraged to apply.

**POST 32/45** : **DEPUTY DIRECTOR: ELECTRICITY POLICY REF NO: DMRE/2435**

**SALARY** : R958 824 per annum (Level 12), (inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Degree/ National Diploma in Electricity/ Engineering / Development Studies. Degree in Law (B Proc, BCom Law/LLB (NQF Level 6) with a minimum of 3 years' experience At a junior management level in the energy sector. Plus, the following competencies Knowledge of: Policy Development Process. Detail knowledge of Energy sector. Project management. Financial management. Departmental policies and procedures. Other government. Departmental policies (specifically economic cluster Skills: Planning and Organising. Project management. Communication (verbal & written) Policy analysis and development. Computer Skills. Presentation skills. Interpersonal skills. Language skills. Thinking Demand: analytical, creativity, decision making.

**DUTIES** : Plan and develop policy initiatives relating to the electricity. Analyse and evaluate existing policies and formulate future policy options and initiatives for electricity. Interact and consult with appropriate government agencies and key industry or sector stakeholders on the process of developing/ proposing electricity policies. Conduct policy presentations and represent the department at various forums or workshops on electricity policy related matters. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the electricity environment. Draft and amend legislation and/or develop and review regulations in relation to energy efficiency and electricity industry. Provide managerial activities.

**ENQUIRIES** : Mr G Nhlapo Tel No: (012) 444 3836  
**NOTE** : Coloured/ Indian male are encouraged to apply.

**POST 32/46** : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: DMRE/2436**

**SALARY** : R424 104 per annum (Level 09)  
**ENTRE** : Pretoria, Head Office  
**REQUIREMENTS** : A degree or Advanced Diploma (Internal Audit, Finance, Accounting, Information Systems Audit, Information Technology (NQF 7) with minimum of 3 years in Information Systems Audit experience PLUS the following competencies Knowledge of: ISACA Standards, IIA Standards, ISA Standards, Generally Accepted Auditing Standards (GAAS). Generally Recognised Accounting Practice (GRAP). Accounting Standards. COSO. COBIT. ITIL. DPSA. ICT. Governance framework, PFMA, Treasury Regulations, Public Sector Laws, and Policies. King 1V. Teammate Audit Tool Skills: Leadership, project management, interviewing and investigation skills, computer literacy (word, excel, PowerPoint, outlook), coaching and mentoring, Communication (verbal and written), negotiation and conflict resolution. Thinking demands: Analytical thinking, problem solving skills, goal setting and information evaluation.

**DUTIES** : Provide input in the development of strategic internal audit plans. Prepare and supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Supervise and develop staff. Keep up to date with new developments in the internal audit environment.

**ENQUIRIES** : Ms E Lavhengwa Tel No: (012) 406 7880  
**NOTE** : Indian/ coloured/ white male and persons with disability are encouraged to apply.

**POST 32/47** : **ASSISTANT DIRECTOR: SPECIAL ASSIGNMENT REF NO: DMRE/2437**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Bachelor degree or advance diploma ( forensic , auditing , internal audit , accounting, finance or other relevant qualification (NQF Level 7), valid drives licence, registration as member of the professional body (IIA ACFE), with a minimum of 3 years internal audit or investigation experience PLUS the following competencies Knowledge of: ACFE, IIA standards, ISA standards, Generally Accepted Auditing Standards ( GAAS) , general recognised , Accounting Practices (GRAP), Accounting standards, COSO, PFMA, Treasury Regulations, Public Sector Laws and Policies. Skills: Leadership, Project Management, Interview and investigation skills, Computer Literacy (Word, Excel, PowerPoint, Outlook) Coaching and mentoring, Communication (verbal and written), Negotiation and conflict resolutions. Thinking Demand: analytical thinking, problem solving skills, goal setting, information evaluation.

**DUTIES** : Provide input in the development of strategic internal audit plans. Prepare and supervise the planning and execution of investigations assignment. Compile reports on investigation findings and make conclusion and recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Supervise and develop staff.

**ENQUIRIES** : Mr M Figaret Tel No: (012) 406 7766  
**NOTE** : Indian/ coloured/ white male and persons with disability are encouraged to apply.

**POST 32/48** : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2439**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management PLUS certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 1 year experience in a Work Study and Organisational Development Environment Knowledge of: Basic knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work study and work study techniques. Information gathering & analysis effective procedures & method, basic research, problem solving, design /redesign of processes forms etc. Organizational development and job descriptions and specification. Development of organizational structure Skills: Analytical & problem-solving skills. Communication & computer skills. Report writing and formulation. Organising, planning and coordinating skills. Basic research. Negotiation skills. Ability to listen and interpret. Facilitation skills Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising, coordinating and planning skills, problem solving and facilitation. Training and motivational skills.

**DUTIES** : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). Facilitated the implement of operations management framework. Administer post establishment. Facilitate / coordinate change management interventions. Design forms for the DMRE.

**ENQUIRIES** : Mr C Ramoshaba Tel No: (012) 406 7603  
**NOTE** : Indian/ coloured male and persons with disability are encouraged to apply.

**POST 32/49** : **ADMINISTRATIVE OFFICER REF NO: DMRE/2440**

**SALARY** : R294 321 per annum (Level 07)

**CENTRE** : Mpumalanga Region

**REQUIREMENTS** : National Diploma in Office Administration/ Office Management and Technology/ Public Administration/ Public Management/ Business Administration/ Management Assistant/ Administrative Management (NQF 6) with minimum of two years' experience in administration environment. Knowledge of: Basic knowledge of legislation Mineral Resource AND Energy, PFMA, Public Service). Corporate Service (HR, Finance, IT). Document Management Computer Skills: Skills Computer skills (MS Word, excel, etc.). Interpersonal, organisational skills, communication skills, management skills, numeric thinking Demand: Friendly, professional, attention to details, Information evaluation, decision making and analytical thinker.

**DUTIES** : Record, distribute keep track of and file documents and/or internal external communication. Arrange venue, workshops/ seminars and take minutes where required. Administer all payments and claims of the Directorate and deal with Petty Cash, telephone costs recovery, etc. Support the manage with the administration of the budget. Provide an efficient support service ion association with relevant directorate in terms of human resource management, financial administration, procurement, and assets management, Provide secretarial / receptionist support to the manager. Render logistic support to the Regional Director with regards to the Petroleum Products Amendments Act and administer the process of financial provision collection.

**ENQUIRIES** : Mr L Mabena Tel No: (013) 658 1400

**NOTE** : Indian/ white male and persons with disability are encouraged to apply.

## NATIONAL TREASURY

*The National Treasury is an equal opportunity employer and encourages applications from persons living with disabilities. It is the department's intention to promote representivity through filling of these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.*



<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	26 September 2023 at 12:00 am (Midnight)
<b><u>NOTE</u></b>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we no longer accept applications via email or hand delivered/post. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: 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. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

## OTHER POST

<b><u>POST 32/50</u></b>	:	<b><u>JUNIOR REGULATORY AUDIT REF NO: S096/2023</u></b> Division: Office of The Director-General (ODG) Re-advertisement, all applicants who have already applied should reapply Purpose: To assist with the planning, execution and reporting of Regularity Audits pertaining to internal controls in line with the Audit plan.
<b><u>SALARY</u></b>	:	R359 517 per annum, (Remuneration package benefits exclusive)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF 6) Bachelor's Degree (equivalent to NQF 7) in any of the following disciplines: Internal Audit or Accounting. A minimum 2 years' experience obtained in regularity audit. Knowledge of regularity audit fundamentals and principles. Knowledge of audit processes and procedures.
<b><u>DUTIES</u></b>	:	Planning & Execution: Plan and execute regularity audits assigned according to the audit plan. Draft audit notification letters. Conduct preliminary survey and necessary research on all planned and ad-hoc Regularity Audit engagements. Assist with the development of system descriptions, audit working papers, and progress reports. Reporting & Monitoring: Prepare informal queries and engage with the clients. Provide value -adding recommendations and reports submitted with management comments. Follow up on performed audits through finding register process. Research and Process Improvement: Conduct research and attend trainings in the field of regularity audit. Provide abreast of global trends and new developments in the field of regularity audit. Internal Audit Strategic Activities: Participate in the

**ENQUIRIES**  
**NOTE**

strategic planning for Internal Audit. Assist with the completing deliverable as per internal audit strategic action list.

: Enquiries Only (No applications): [Recruitment.Enquiries@treasury.gov.za](mailto:Recruitment.Enquiries@treasury.gov.za)

: The closing date has been extended to 26 September 2023. We apologize for the inconvenience caused.

## DEPARTMENT OF PUBLIC ENTERPRISES

- APPLICATIONS** : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria, 0008 or by email: [recruitbb@dpe.gov.za](mailto:recruitbb@dpe.gov.za)
- FOR ATTENTION** : Human Resources
- CLOSING DATE** : 22 September 2023
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. The department reserves the right not to fill these positions. Failure to submit the requested documents will result in your application not being considered. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

## OTHER POST

- POST 32/51** : **PROJECTS ASSISTANT (ENERGY) REF NO: DPE/2023/017**  
Branch: Energy Resources  
Re-advertisement, applicants who previously applied need to re-apply.
- SALARY** : R393 517 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession a relevant undergraduate qualification at NQF level 7 as recognized by SAQA in Project Management/ Administration. At least 2 years' relevant experience. The following key competencies and attributes are essential: Knowledge of legislations, regulations, frameworks, pertaining to Public Service Administration, specifically the Public Sector Planning and organizational skills. Problem solving and decision-making. Be able to multitask, good organisational skills. Excellent computer literacy in Microsoft packages (Word, Excel, and Projects). Be a self-motivator act pro-active, problem-solving skills with good interpersonal skills.
- DUTIES** : Render logistics and secretarial services. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Ensure Meeting/Event Arrangements (e.g. invite, venue, catering, equipment, etc.) are in place. Render support in respect of stakeholder engagements and inter-governmental co-ordination. Assist with stakeholder engagement to obtain information and address issues of relevance to the Unit or Department. Assist with inter-departmental communications and engagements regarding issues / information related to the Unit or Department. Develop and maintain/update stakeholder database. Follow up on implementation of actions emanating from stakeholder and inter-departmental engagements and report thereon. Implement specific actions allocated to DPE. Render support in respect of technical aspects of the Unit. Study and review the relevant policy documents (IPAP, NDP, NGP, etc.) pertaining to the activities of the Unit to guide the activities of the Unit. Assist in drafting proposals, concept notes, TOR, etc. on specific areas of interest to the Unit for analysis. Assist in conducting studies (research and analysis) on sectors or areas of relevance to the Unit. Assess and provide inputs on the technical aspects of relevance to the Unit. Assist with monitoring and evaluation of the activities of the Unit to provide progress reports to the DG and Minister. Provide inputs in the assessment of the Corporate Plan and other reports of the SOC when requested. Collect data and inputs from SOC for briefing papers on their activities of relevance to the Unit. Draft submissions and

**ENQUIRIES**

monitor progress with approval. Maintain effective internal administrative processes. Co-ordinate budget according to projects of the Unit. Ensure that invoices are paid for services provided. Facilitate planning processes for the Unit. Develop quarterly reports for the Unit. Co-ordinate Portfolio of Evidence for the Unit. Arrange travel process, travel forms and claims. Maintain records of the Unit.  
: Mr Benneth Baloyi Tel No: (012) 431-1029

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



**CLOSING DATE**  
**NOTE**

: 22 September 2023 at 16H00  
: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please not note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, posted, hand delivered or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. 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 appointment into SMS posts from 1 April 2020 is the 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/. Applications must be submitted as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. NB:(For Senior Management Positions Only: Kindly note that the emailed applications and attachments should not exceed 15mb)  
**ERRATUM:** Kindly note that the following position was advertised in Public Service Vacancy Circular 31 dated 01 September 2023, Assistant Director: Acquisition Management with Ref No: 2023/364, Centre: Gqeberha Regional Office please be informed that the position mentioned has been withdrawn.

### **MANAGEMENT ECHELON**

**POST 32/52** : **DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION REF NO: 2023/351**

**SALARY** : R1663 581 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services.

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification NQF 7 and a post graduate qualification NQF 8 as recognised by SAQA in construction or policy development or equivalent qualification; 8-10 senior management experience in relevant field. Knowledge: Functioning of national, provincial and local government, Fundamental economics, Financial management, EPWP goals and objectives, Employment creation strategies, Appropriate labour intensive technologies and Skills development strategies. Skills: Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Marketing and liaison, Programme and project management, Relationship management, Influencing skills and Negotiation skills. Solution orientated & ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers.

**DUTIES** Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the branch: Commission researches on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all branch policies are in line with the departments` strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry: Provide strategic leadership in the development of building regulations, norms and standards. Research, develop, monitor and review construction sector policies. Establish best practice partnerships with various stakeholders in the construction industry, local and international. Facilitate policy integration with DPW Public Entities. Oversee the development of policies within the Department. Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector: Research, develop, monitor and review policies and regulations. Establish best practice partnerships with various stakeholders in the property industry, local and international. Provide support to Immoveable Asset Management. Oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: Manage, integrate and coordinate international relations. Identify and articulate issues of strategic significance to the department. Develop international relations framework. Manage the Policy Research & Regulation branch: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Branch and report on progress as required. Manage performance and development of employees.

	:	Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Branch.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs TB Hlatshwayo Tel No: (012) 406 1990
	:	All applications for this position must be submitted only via email to: Recruitment23-67@dpw.gov.za)
<b><u>NOTE</u></b>	:	The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
<b><u>POST 32/53</u></b>	:	<b><u>REGIONAL MANAGER (CHIEF DIRECTOR LEVEL)</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<b><u>CENTRE</u></b>	:	Polokwane Regional Office Ref No: 2023/352A Johannesburg Regional Office Ref No: 2023/352B
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline or Management Science, Behavioural Science or Law coupled with 5 years relevant experience at senior management level. Knowledge: Property management, the Public Finance Management Act, Government budget procedures/timeframes (MTEF), financial management and administration, Project management, Construction regulations, Financial administration processes and systems, the Public Service Act, Public service regulations, Financial manual and Treasury regulations. Skills: Construction management, Financial management, Client/ customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organising, Diplomacy, Policy analysis and development, Problem solving, Presentation and Budgeting.
<b><u>DUTIES</u></b>	:	Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Mdakane Tel No: (012) 406 1282
	:	All applications for this position must be submitted only via email to: Recruitment23-61@dpw.gov.za
<b><u>POST 32/54</u></b>	:	<b><u>CHIEF DIRECTOR: EPWP SUSTAINABLE LIVELIHOODS, CONVERGENCE AND COMPLIANCE REF NO: 2023/353</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A B Degree (NQF 7) in Statistics, Economics, Econometrics, Demographics, Geography, Mathematics, Social Science (with Statistics or Mathematics as major subjects/ or related qualifications). 5 years Senior Management experience in the relevant field. Knowledge: Expanded Public Works Programme, Government Job Creation Policies, Programme and Project Management, Monitoring and Evaluation methods, Public Finance Management Act and Government prescripts. Skills: Effective communication (verbal and written), Language proficiency, Report writing, Financial administration, Organising and planning, Computer literacy, Basic numeracy, Advanced interpersonal and diplomacy skills, General office management and organisational skills, Project management, Time management,

**DUTIES**

Problem solving skills, Decision making skills, Motivational skills and Influencing skills. Personal Attributes: Analytical thinking. Innovative. Creative. Solution orientated & ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers. People orientated. Hard-working. Highly motivate. Extensive travelling.

: Oversee the execution of all the Secretariat functions of the Public Employment Programmes -Inter-Ministerial Committee (PEP-IMC), Technical IMC, Technical Working Group and the NCC: Oversee the coordination of PEP-IMC meetings and secretariat functions. Ensure the annual schedules for the PEP-IMC, Technical IMC, Technical Working Group and National Coordinating Committee (NCC) are developed. Ensure all the resolutions of the PEP-IMC and NCC are captured, implemented and recommend remedial action for non-compliance where possible. Manage the PEP-IMC research studies. Ensure proper records and documents management for the PEP-IMC and NCC. Manage the development of EPWP Frameworks (policy, SOPs and guidelines): Undertake and/or manage research for the development of EPWP Frameworks. Oversee the drafting of EPWP Frameworks. Review the frameworks as and when required. Manage the development and review of EPWP Convergence Frameworks and convergence of other sectors in relation to the EPWP by: Oversee the coordination of sector convergence (awareness creation & strategic guidance). Ensure the profiling and showcasing of good practice on convergence. Promoting cross-cutting issues across sectors. Promote the development of cross-sector norms and standards. Promotion of sector convergence in the EPWP. Manage the coordination of the Audit Processes of the EPWP Branch by: Ensure the development of guidelines on audit processes. Managing the pre-audit visits on sampled projects for audits. Ensure the compilation of responses for Confirmation of Factual Findings (COFF) issued to the EPWP. Managing the audit register. Ensure follow ups are done on unresolved findings and communicate to Accounting Officers of public bodies. Guiding public bodies and sectors in response to audit queries. Manage the analysis of EPWP reports based on the same reference data source and customised to the needs of different stakeholders by: - Ensure the drafting and submission of quarterly reports to DPW M&E (APP & Business Plan). Manage the consolidation of progress reports for DPW EXCO & MINTOP, Technical MINMEC and MINMEC (& WO) and beyond, including spatial analysis). Oversee the compiling of NEDLAC reports as per NEDLAC template, Outcome 4 reports. Ensure compilation of response to Parliamentary Questions. Commissioning programme analysis studies. Conduct analysis and trends across sectors. Monitor compliance of EPWP public bodies to Legislative prescripts (e.g., Ministerial Determination, Code of Good Practice and Recruitment Guidelines). Effective management of the Chief Directorate: Manage the co-ordination and administration of the component. Manage the employment related processes the administration and development of staff. Oversee the implementation and maintenance of financial control systems. Manage the budget and expenditures of the component. Ensure that all financial transactions comply with Treasury Regulations. Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. CJ. Abrahams Tel No: (012) 492 3080

: All applications for this position must be submitted only via email to: Recruitment23-62@dpw.gov.za

**POST 32/55**

: **DIRECTOR: EPWP PROGRAMME MANAGER REF NO: 2023/354**

**SALARY**

: R1 162 200 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services.

**CENTRE**  
**REQUIREMENTS**

: Head Office, Pretoria

: An Undergraduate qualification (NQF level 7) in Business Administration/Management, Development Studies, Economics, Commerce, Public Management, Accounting, Human Sciences, Behavioural Sciences, Construction Management and Built Environment, or related field of study plus 5 years relevant working experience at Middle/Senior level. Knowledge: Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction,

Stakeholder Management; Functioning of national, provincial and local government, Monitoring and Evaluation methods, Training, Enterprise Development and Communication, SAQA / NQF framework, the Public Financial Management Act, Municipal Public Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and Government prescripts. Skills: Management. Client Orientation, Customer Focus, People Management, Conflict Management, Policy Development, Numerical, Analytical, Computer Literacy, Planning and Organising, Project Management, Problem Solving, Report Writing, Financial Administration, Presentation, Decision Making and Research Methodology. Willingness to adapt to working schedule in accordance with office requirements.

**DUTIES**

: Support the development frameworks, incentive grant agreements & frameworks, policies, protocols and guidelines for the EPWP. Facilitate and conclude the signing of contracts, protocols, business plans, incentive grant agreement and any other documents with stakeholders. Ensure stakeholder dialogue and buy-in of frameworks, standard operating procedures (SOPs), business plans (BPs), incentive grant agreements/frameworks, policies, protocols and guidelines and any other key documents. Lead on EPWP policy, protocols and key stakeholder engagement related documents. Support the development and buy-in of governance, capacity building, training, enterprise development, knowledge management, audit related matters, EPWP Sector issues, communications and monitoring & evaluation guidelines/frameworks and any other key documents for the EPWP. Establish and maintain relationships between EPWP and relevant stakeholders. Manage communication and feedback processes between the EPWP, municipal and provincial structures with relevant structures; identify and communicate programme opportunities to various EPWP sectors. Coordinate EPWP governance and institutional arrangement interventions. Provide reports to EPWP units as requested. Manage the compilation of the EPWP provincial and municipal contact database. Participate and represent EPWP in municipal and provincial structures; promote and encourage participation of municipal, provincial and other institutions; monitor performance of provincial institutions. Identify and communicate programme opportunities to various EPWP sectors. Conduct regular reporting sessions with provinces. Ensure efficient engagements in the province. Support, manage, monitor and oversee data capturing, reporting and monitoring of work opportunities and key performance data within the programme for the province. Oversee and manage external and internal audits within the province, as per the prescribed guidelines. Ensure compliance with the audit action plan. Oversee EPWP technical support in the province. Oversee and support EPWP training through public body funds in the province. Oversee, support and implement EPWP communications in the province. Oversee and support EPWP sector coordination in the province. Oversee the EPWP capacity building initiatives in programme. Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment and monitoring) of sustainable livelihood support initiatives by training and enterprise development in the province. Implement training and enterprise development initiatives. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Regional Office/Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Regional Office/Directorate. Managing the all the resources i.e. financial, human resources of the Regional Office/Directorate, in-line with the departmental policies.

**ENQUIRIES  
APPLICATIONS**

: Ms CJ. Abrahams Tel No: (012) 492 3080 / (012) 492 1443/ (012) 492 1445  
: All applications for this position must be submitted only via email to: Recruitment23-63@dpw.gov.za)

**NOTE**

: The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

<b><u>POST 32/56</u></b>	:	<b><u>DIRECTOR: STRATEGIC PLANNING REF NO: 2023/355</u></b>
<b><u>SALARY</u></b>	:	R1 162 200 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Pretoria An Undergraduate qualification (NQF Level 7)/ B Degree in Public Administration or related qualification. 5 years Middle management in strategic planning or in the relevant field. Knowledge of Strategic management processes; business planning processes; applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; marketing and liaison; advanced communication; advanced report writing; research methodologies; financial administration; financial analyses; computer literacy; programme and project management; decision making skills; conflict management; motivational skills. Ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; able to establish and maintain personal networks.
<b><u>DUTIES</u></b>	:	Manage the development and maintenance of the departmental strategic and annual performance plan in line with planning policies and strategies:- Undertake researches on the latest development of policies, professional guideline and standards; Ensure that all policies, guidelines and standards implemented are aligned to the Departments outcomes; Develop and implement procedures, tools and systems for effective organizational performance information management and strategic planning; Develop strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders; Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage the development, adoption and publishing of the departmental Strategic Plan, APP and Business Plans for the department: Lead the annual planning process for DPW/PMTE; Support top management in strategy formulation, strategic process improvement and communication of strategies to all stakeholders; Coordinate research and data collection initiatives in support of departmental strategic/other planning processes; Undertake scenario planning and develop forecast projections; Develop, maintain and update the strategic information portal for planning purposes; Oversee integration of the strategic planning processes with other processes such as risk management, budget plans, service delivery improvement and audit action plans; Prepare and submit executive reports. Advise DG, DDG and top management on strategic matters relating to internal operations and policy; Ensure the organizational alignment of impacts and outcomes into operational plans and performance agreements; Manage and coordinate stakeholder input processes; Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Oversee the strategic planning process and planning documents of the public entities and BECPs- Set out the annual strategic planning process for Public Entities and BECPs. Arrange workshops to brief public entities and BECPs on the planning requirements. Attend the strategic planning session of the public entities and BECPs and provide strategic guidance on the sector priorities. Conduct a review of the SPs and APPs of the public entities and BECPs in accordance with the Framework for Strategic Plans and Annual Performance Plans. Provide written feedback and workshop public entities and BECPs on the SPs and APPs submitted to the Department. Participate in the development of core performance indicators for the Public Works Sector:- Engage Provinces to commence the process of setting core performance indicators. Coordinate workshop with Provinces (logistics and content). Facilitate the workshop and set core performance indicators and technical indicator descriptions for each Programme. Assess and review the implementation and impact of the SP and APP; provide ongoing support to the

Business units; prepare and submit executive reports; prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation; develop trend analysis of organizational past performance, conduct benchmark of measures, targets and formulate baselines of performance targets per year; identify performance barriers and conduct root cause analysis; make recommendations on alternative courses of action incorporating risk management. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.

**ENQUIRIES  
APPLICATIONS**

: Ms K. Sebati Tel No: (012) 012 406 1351  
 : All applications for this position must be submitted only via email to: Recruitment23-64@dpw.gov.za

**POST 32/57**

: **DIRECTOR: GOVERNANCE AND COMPLIANCE REF NO: 2023/356**

**SALARY**

: R1 162 200 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services. Note: The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

**CENTRE  
REQUIREMENTS**

: Head Office, Pretoria  
 : A Degree (NQF L7) in Corporate Law, Finance, Business Administration or related field (Corporate Compliance). A minimum of 5 years relevant experience at middle/senior managerial level in the field. Knowledge: Financial prescripts (GAAP and GRAP), Government Financial systems (PERSAL, PMIS, WCS, LOGIS and BAS), Public Finance Management Act, National Treasury Regulations (Directives and Guidelines), Budget Management Systems and Procedures, Supply Chain Management Framework and International Accounting Services. Skills: Administrative skills, Managerial skills, report writing, Accounts and numeric skills, Finance, Analytical thinking, Communication Skills, Interpersonal skills, Problem solving skills, Organizing and planning, Goal and solution orientated, Assertiveness, People and client orientated, Team player, Leader, Innovative, Ability to work under stressful conditions, Dedicated, Hardworking, Ability to communicate at all levels, Ability to adapt in accordance to office requirements and Trustworthy.

**DUTIES**

: Manage and oversee control systems to prevent or deal with violations of legal guidelines and internal policies: Develop and oversee systems for uniform handling of non-compliance issues, Ethics and proper reporting; Evaluate the efficiency of controls and improve them continuously; Revise procedures, reports etc. periodically to identify hidden risks or non-conformity issues; Collaborate with relevant stakeholders to monitor enforcement of standards and regulations; Assess the department future ventures to identify possible compliance risks and Ethical Conduct; Keep abreast of regulatory developments within or outside of the department as well as evolving best practices in compliance control; Report on the departmental governance and compliance; Manage the implementation of corporate governance framework: Review and guide corporate strategy through the establishment of key policies and objectives; Determine potential risks faced by the department and establish processes to mitigate them; Ensure that the objectives of the department are achieved within its ethical and cultural framework; Forecast the organizational leadership involvement in Ethics and organizational culture building; Manage the implementation of compliance framework to provide central oversight of compliance with identified policies, regulations and processes: Support policy owners to ensure policies are accessible to and adopted by employees; Develop a compliance framework to provided central oversight of compliance with identified laws and regulations; Strengthen compliance approaches and build relevant skills and knowledge in teams; Brief colleagues on new developments as appropriate and implementing new processes required to ensure compliance; Develop and implement corrective action plans for resolution

of problematic issues; Provide continuous support and advice on policy implementation; The Management of the Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline; Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and report progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control of work delivered by employees and Monitor the budget and expenditure.

**ENQUIRIES  
APPLICATIONS**

: Mr L Mahlangu Tel No: (012) 406 1977  
 : All applications for this position must be submitted only via email to: Recruitment23-65@dpw.gov.za

**POST 32/58**

**DIRECTOR: PRECINCT CONCEPTUALISATION & MASTER PLANNING  
(METROPOLITAN PLANNING) REF NO: 2023/357**

The main purpose of this position is to: Oversee the in-depth development of site-level plans to meet business plan objectives of the provision of appropriate accommodation solutions to national client departments.

**SALARY**

: R1 162 200 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services.

**CENTRE  
REQUIREMENTS**

: Head Office (Pretoria)  
 : A Bachelor's Degree in Town and Regional Planning or equivalent qualification (NQF level 7) as recognized by SAQA with extensive relevant applied post-registration experience in various facets of metropolitan planning and property development of which five (5) years must be at a middle/senior managerial level. Registration as a Professional Planner and valid membership with the South African Council for Planners (SACPLAN) is compulsory. Valid driver's license and willingness to travel extensively. Experience in urban design will serve as an advantage. Knowledge: Knowledge of Programme management; Built environment and related legislation; Government regulatory framework; Client relations. Properly developed knowledge and understanding of National Government's responsibility to improve access to Government social services. Inter-related macro/micro design aspects related to the revitalization and development of metropolitan urban centers for improved metro inner-city (CBD) economics. Guide development of design concept and site development to meet inner-city regeneration and initiatives. Project management principles (including coordination of various activities and processes). Liaison with metropolitan authorities / structures. Feasibility studies. Legislative and legal aspects of built environment developments and informed decision making. Knowledge of GIS and how it is relevant in sustainable spatial planning. Skills: Management skills; Advanced report writing; Advanced communication; Strategic planning; Advanced facilitation skills; Analytical thinking; Policy formulation; Financial management; Communication skills; Ability to effectively and efficiently perform under pressure; Ability to meet tight deadlines whilst producing excellent results. Well-developed project management, analytical, planning and legal compliance. Computer literacy.

**DUTIES**

: Provide guidance on the objective of inner city regeneration ventures and specific site development deliverables. Monitor precinct concept development and packaging, project budget, spending and job creation success. Advise/monitor public participation, participate in precinct development seminars, briefing of management on precinct roll-down performance. Manage site planning and development intervention, moratoriums, objections and risk. Oversee the in-depth development of precinct development deliverables and ensure such development initiatives are sustainable and implemented. Attend/participate in precinct meetings with other spheres of government, service providers, role players and design forums. Ensure community and other stakeholders/role-player liaison as required on precinct development. Oversee the delivery of in depth precinct development plans to meet business plan requirements. Revitalization and development of urban centres for urban economies. Guide the co-sponsoring of development/regeneration initiatives, National Treasury approvals. Oversee appointment and co-management of service providers on precinct development level. Advise on precinct development funding methodologies and models in

conjunction with National Treasury. Oversee planning and implementation projects development: Develop and implement strategic government renewal projects that will support efficient utilization of national government assets in urban centres. Identify and package government site and renewal projects for implementation. Monitor that precinct projects are delivered to the required specification and standards within agreed budget and programs, in order to meet expenditure, receipt and physical output. To verify that the renewal projects contribute to social, economic and physical renewal of targeted areas. The revitalization of the selected urban localities and job creation through the refurbishment or redevelopment of infrastructure, local economic development projects and social integration. Oversee the closing of SLA's with local authorities renewal site/project implementation. Support/manage regional renewal project. Oversee the appointment of appropriate consultants required to implement the approved government site and renewal projects. Attend project initiation and precinct meetings. Advise on the packaging of government catalytic projects. Oversee the preparation of project schedules, execution plans and project management documentation. Oversee the procurement of required service providers to finalise precinct development and to execute the work. Monitor and assess precinct management/development. Coordinate with relevant stakeholders and DPWI support services. Ensure good corporate governance and management of the Directorate of Planning and Precinct Development (Metropolitan Planning).

**ENQUIRIES** : Mr. T Rachidi Tel No: (012) 406 1885  
**APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-66@dpw.gov.za

#### OTHER POSTS

**POST 32/59** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO: 2023/373**  
 (Re-advertisement, applicants who applied previously are encouraged to reapply)

**SALARY** : R424 104 per annum  
**CENTRE** : Gqeberha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Public Management/ Commerce/ Accountancy/ Auditing / Supply Chain/ Logistic Management. At least with a relevant experience in Supply Chain Management in Demand and or Acquisition Management, with appropriate working experience at supervisory Level. Computer skills in Microsoft Office Applications. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations Relevant and Supply Chain Management prescripts. A valid driver's license.

**DUTIES** : Management of the Bid Acquisition Management Administration duties which includes opening of the bid box at the stipulated closing time; Carry out inspections to ensure results are being recorded and published; Ensure that bids administrative functions are rendered in accordance with legislative prescripts; Ensure tender registers are maintained and monthly tender stats are compiled; Ensure that any complaints received in the tender office are attended to and resolved; Render assistance to internal and external clients pertaining to tender matters and ensure same assistance is rendered by the tender office. Assist with audit queries and requests from auditors; Serving as an advisor and or member to Bid Evaluation Committees; Assist in ensuring due processes are followed in terms of SCM prescripts; Provide advice as and when required Management and co-ordination efficient and effective Bid Evaluation Committee functions Management and co-ordination efficient and effective Bid Adjudication functions Supervision and Management of staff.

**ENQUIRIES** : Mr. TE Matiso Tel No: (041) 408 2007  
**APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Gqeberha.

**FOR ATTENTION** : Ms. PT Buwa

**POST 32/60** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2023/374**

**SALARY** : R424 104 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Finance / Auditing with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Post graduate will be added advantage. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing. Valid driver's license Knowledge. Financial prescripts (GRAP & MCS). Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework. Tender Solutions Suites. ICT Procurement. Skills: Communication skills both written and verbal. Interpersonal skills. Administrative skills. Report writing. Problem solving skills and decision-making skills. Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels. Assertiveness, accuracy and attention to detail Dedicated. Hardworking. Ability to work under stressful conditions. Team player. People and client orientated. Goal and solution orientated. Trustworthy. Leadership. Willingness to travel and work irregular hours.

**DUTIES** : The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts. Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes. Conduct assessments and determination tests. Coordinating internal compliance review and monitoring activities. Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required. Supervise, mentor and manage staff.

**ENQUIRIES** : Ms. A MdludluTel No: (041) 408 - 2170  
**APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms. P. Buwa

**POST 32/61** : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2023/375**

**SALARY** : R359 517 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering with relevant working experience or N3 plus Trade Test in Mechanical related field with 5 years' experience. Extensive knowledge of Occupational Health and Safety Act and Mechanical Engineering Regulations (i.e PER, LEPC, SANS 10400 etc) and PFMA. A valid driver's license is required. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and

understanding of the government procurement processes (SCM directives and circulars)

**DUTIES** : Manage day to day maintenance of mechanical equipment's. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHS and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register.

**ENQUIRIES** : S Khumalo Tel No: (013) 101 0130

**APPLICATIONS** : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9<sup>th</sup> Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuzza

**POST 32/62** : **SCIENTIFIC TECHNICIAN: WATER CARE REF NO: 2023/376**

**SALARY** : R353 013 per annum, (all-inclusive package in accordance with OSD rules)

**CENTRE** : Gqeberha Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Water Care or Analytical Chemistry, Chemical Engineering and Water and Sanitation qualification with relevant exposure or experience in water and wastewater treatment. Valid motor vehicle driver's License and registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and wastewater treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on bio filters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to drinking and wastewater treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act and relevant Regulations e.g. Blue Green No Drop.

**DUTIES** : Scheduled inspections on weekly, monthly, quarterly and six monthly basis. Sampling of drinking and wastewater treatment plants, final effluent and plant components as necessary. Interpret, review Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of drinking and wastewater plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, and amongst others analysis of final effluent, perform calculations for the determination of sludge age, dosage quantities etc. from drinking and wastewater treatment plants, report writing on compliance/non-compliance of plants, Analysis of water samples if required. Maintenance, calibration and operation of scientific equipment. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of reports on final drinking water and wastewater quality. Operation of IRIS system to ensure compliance with DWS Regulations. Assessment and recommendations on improvement of water quality. Forming partnership with Project Managers in addressing challenges during Water Management related projects execution.

**ENQUIRIES** : Mr. M Ntshona Tel No: (041) 408 2307

**APPLICATIONS** : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms. P. Buwa

**NOTE** : Ring fenced for women & people with disabilities.

**POST 32/63** : **ARTISAN FOREMAN GRADE A: (PAINTING) WORKSHOP REF NO: 2023/377**

**SALARY** : R344 811 per annum, (all-inclusive package in accordance with OSD rules)  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A Trade Test in Painting in terms of the provision of Section 13 (2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. Five years post qualification experience as an Artisan. Valid driver's license. Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993 and relevant Regulations. Must have the understanding of engineering drawings.

**DUTIES** : The successful candidate must be able to compile material list per project, will be required to maintain all Government Buildings including new work to buildings. Must be willing to work overtime if and when required, and compile progress reports on projects and monitor/train/mentor Artisans, Artisan assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica).

**ENQUIRIES** : Mr E. Rykklief Tel No: (021) 402 2163  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 32/64** : **ADMINISTRATION OFFICER: PROVISIONING & LOGISTICS REF NO: 2023/378**

**SALARY** : R294 321 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF 6) in Public Management/ Public Administration, Business Management, Management, Finance. Minimum relevant working experience in Provisioning environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Experience on applicable financial business systems (LOGIS, BAS, SAGE and ARCHIBUS). Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

**DUTIES** : Ensuring effective operation of Provisioning Unit. Ensure compliance with applicable National Treasury Regulations, Supply Chain Management, Public Finance Management Act, Preferential Procurement Policy Frame Act in relation to procurement of goods and services, travel and accommodation management. Ensure timely processing of invoices and reconciliation of accounts. Updating of invoices' status on Reapatala tracking system. Ensure effective management of Transversal/Term contract. Ensure application and implementation of effective internal control measures and adherence to applicable departmental policies. Facilitates maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Management of human resource related issues, supervision of personnel.

**ENQUIRIES** : Sibulele Tyhomfa Tel No: (021) 402 2083  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw  
**NOTE** : People with disabilities are encouraged to apply

<b><u>POST 32/65</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2023/379</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Town and Regional Planning, Real Estate and/ or Property Studies; Public Administration or Law Degree; Appropriate experience within a property management environment. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and willingness to travel extensively is necessary. Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, Prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land claims Commission to check for claims against property to be disposed. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with land owners and other stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr. S Maholwana Tel No: (021) 402 2111
<b><u>APPLICATIONS</u></b>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 32/66</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A: (CARPENTRY) WORKSHOP REF NO: 2023/380</u></b> (Re-advertisement, applicants who applied previously are encouraged to reapply)
<b><u>SALARY</u></b>	:	R220 533 per annum, (all-inclusive package in accordance with OSD rules)
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Trade Test in Carpentry in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant experience. A valid Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge in Carpentry fraternity. Must have General knowledge of tools, equipment and machinery in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
<b><u>DUTIES</u></b>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.
<b><u>ENQUIRIES</u></b>	:	Mr T. Mudau Tel No: (021) 402 2333

**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 32/67** : **SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/381**  
(Re-advertisement, applicants who applied previously are encouraged to reapply)

**SALARY** : R202 233 per annum

**CENTRE** : Mmabatho Regional Office

**REQUIREMENTS** : A Senior Certificate/Grade 12 Certificate, with appropriate relevant experience. A three year tertiary qualification in Logistics Management or Public Administration will be added advantage. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skills: Organising, Planning, Report writing, Problem solving, Computer Literacy, Communication, General Office Management.

**DUTIES** : Capture requests for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock level, maintain supplier database, address general enquiries on Logis, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payments for goods and services, generate orders and capture supplier's invoices. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.

**ENQUIRIES** : Mr. P Ndukulu Tel No: (018) 386 5270

**APPLICATIONS** : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

**FOR ATTENTION** : Mr. T. Oagile

## DEPARTMENT OF SOCIAL DEVELOPMENT

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

- APPLICATIONS** : Please forward your application, quoting the relevant reference number, to the Director-General, Department of Social Development, Private Bag X901, Pretoria, 0001. Physical Address: HSRC Building, 134 Pretorius Street In the event of hand delivery of applications, applicants must sign an application register book as proof of submission. No faxed or e-mailed applications will be considered.
- FOR ATTENTION** : Mr T Mapela
- CLOSING DATE** : 22 September 2023
- NOTE** : Curriculum vitae with a detailed description of duties, the names of two referees and copies of qualifications and identity document must accompany your signed application for employment (Z83). Short listed candidates for a post will be required to submit certified documents on the date of the interview. Applicants are advised that from 1 January 2021, a new application for employment (Z83) form is effective and must be completed in full, failure to use the new Z83 will result in disqualification. The new form can be downloaded online at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies). Applicants applying for SMS posts are required to successfully complete the Certificate for entry into the SMS which is submitted prior to appointment and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants are expected to pay for the course and may enrol for it at a cost of R400.00. The duration of the course is 120 hours. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will sign an annual performance agreement, complete a financial discloser form and will also be required to undergo a security clearance. Candidates nominated for posts on salary levels 2 - 12 may be subjected to a competency assessment during the selection process. If the candidate is applying for an OSD post, certificates of service must be submitted on the date of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Personnel suitability checks will be conducted on short listed candidates and the appointment is subject to positive outcomes of the checks. Correspondence will be limited to shortlisted candidates only. The selection of candidates will be done with due regard to the relevant aspects of the selection process as set out in the Public Service Regulations, 2016, Regulation 67. Applications received after the closing date will not be taken into consideration. If you have not been contacted within three months after the closing date of this advertisement, please accept that your application was unsuccessful. Candidates requiring additional information regarding the advertised post may direct their enquiries to the person as indicated above. Internal applicants must submit and register their employment applications at the register book in the DSD reception area for the attention of Mr T Mapela. DSD reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

## MANAGEMENT ECEHLON

<b><u>POST 32/68</u></b>	:	<p><b><u>DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSEMENT AND REPORTING REF NO: S1/2023</u></b>  Chief Directorate: Monitoring and Evaluation  Senior Management Services</p>
<b><u>SALARY</u></b>	:	<p>R1 162 200 per annum. This inclusive remuneration package consists of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules. The successful candidate will be required to enter into a performance agreement and to sign an employment contract.</p>
<b><u>CENTRE REQUIREMENTS</u></b>	:	<p>HSRC Building, Pretoria</p> <p>An appropriate degree in Social or Economic Sciences/ Corporate Governance/Development studies or equivalent qualification (NQF level 7 as recognized by SAQA), Plus minimum of 5 years' experience at middle management in government, non-government institutions and parastatals. A post-graduate qualification in social sciences or equivalent field will be an added advantage. Knowledge of the relevant Public Service legislation. Knowledge of public service, planning, monitoring and evaluation policy framework. Knowledge of results-based management framework. Knowledge of monitoring and evaluation tools, systems and methodologies. Knowledge of quantitative and qualitative research. Knowledge and understanding of government reporting requirements. Competencies needed: Programme and project management skills. People management and empowerment skills. Financial management skills. Communication (written and verbal) skills. Client orientation and customer focus skills. Policy development and implementation skills. Strategic capability and leadership skills. Computer literacy. Change Management skills. Knowledge and information management skills. Problem solving and analytical skills. Service livery innovation skills. Attributes: Good interpersonal relations. Ability to work under pressure. Ability to work in a team and independently. Adaptability. Assertiveness. Creative and innovative. Independent thinker. Cost consciousness. Honesty and integrity.</p>
<b><u>DUTIES</u></b>	:	<p>Facilitate the development/review of the department's systems for data and information as well as reporting. Provide support to the sector to implement and manage performance assessments and reporting in line with government wide frameworks and legislations. Develop frameworks, policies and guidelines for assessing and reporting on performance. Manage the quality of performance assessment and reporting data and information. Develop performance assessment and reporting plans in line with departmental framework and policies. Manage the performance data collection and analysis process. Facilitate performance review sessions to provide analysis and feedback on performance to departmental senior management. Consolidate departmental performance assessment reports. Coordinate the provision of other inputs into the annual report. Coordinate the drafting of the annual report for the department. Facilitate engagements with key stakeholders and strategic partners to obtain additional data and information with regards to performance assessments and reporting. Prepare departmental performance reports in line with the Department's reporting requirements. Provide performance report in response to requests from stakeholders. Participate and contribute to government-led country initiatives. Oversee quality assurance of performance information. Ensure adherence to the compliance schedule for performance reporting. Establish and maintain proper storage and archiving of information in line with the information and knowledge management standards. Collating, analysing and sharing reports and information with various stakeholders. Lead and coordinate peer review reports. Coordinate inputs, produce and disseminate reports to Ministry, Parliament, The Presidency, National Treasury, Auditor General of South Africa and provide information in response to queries from other stakeholders. Consolidate DSD inputs into and produce progress reports on the State of the Nation Address (SONA) including Five- and Ten-Year Review Reports. Review, institutionalise and produce sector progress report on the recommendation of the Portfolio Committee's Budgetary Review and Recommendation Report. Disseminate institutional and sector performance reports to various stakeholders including Parliament, The Presidency, National Treasury, Auditor General of South Africa, among others. Develop the strategic plans and</p>

annual operational plans for the Directorate and ensure implementation thereof. Allocate and manage resources at functional levels to ensure the delivery on set targets for the Directorate. Develop solutions to technical challenges. Conduct financial planning and account for allocated budget. Ensure adherence to policy and statutory directives relevant to the functional terrain of the directorate. Monitor, evaluate and report on the performance of the Directorate. Manage client relations. Ensure staff capacity building in the directorate.

**ENQUIRIES**

: Mr T Buthelezi Tel No: (012) 312-7880

**NOTE**

: In terms of the Chief Directorate: Monitoring and Evaluation employment equity targets, African, Coloured, Indian and White males and African, Coloured and White females as well as persons with disabilities are encouraged to apply.

**DEPARTMENT OF TOURISM**

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

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 22 September 2023 at 16:30 (E-mailed, faxed and late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job-related test. One of the minimum entry requirements for SMS is the pre-entry certificate submitted prior to appointment. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. By applying for this post, you are consenting to the Department of Tourism processing your personal information subject to POPIA.

**MANAGEMENT ECHELON**

- POST 32/69** : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS AND COOPERATION REF NO: DT30/2023**
- SALARY** : R1 371 558 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised B-degree (NQF7) or equivalent qualification in International Relations/Economics/Public Administration/Tourism or related field plus proven strategic management and leadership skills. A minimum of 5 years' experience at a Senior Management position. Understanding of Bilateral and Multilateral Relations; Knowledge of South Africa's domestic and international policies in relation to Tourism; Public Service Legislative Frameworks relating to International Relations; Intergovernmental Relations Framework Act; International agreements, treaties, resolutions, commitments and outcomes of major global development conferences. Required skills: Well developed strategic capacity and leadership skills; High degree of strategic and analytical thinking and advanced project management skills; Diplomacy; Change Management; Communication (verbal and written); Financial Management; People Management; Stakeholder management; Policy Development. Possession of a valid driver's license and willingness to travel extensively.
- DUTIES** : Reporting to the Deputy Director-General: Tourism Research, Policy and International Relations the successful candidate provide strategic leadership and direction with respect to the following key functions: Lead the national priorities through bilateral and multilateral relations preferably in the tourism sector; Oversee

the implementation of international tourism agreements; Coordinate stakeholder engagements to identify and resolve international tourism related barriers; Manage capacity building initiatives as a contribution to regional integration as well as internationally; Drive strategic interventions and form partnerships for tourism development; Refine the policy framework to enhance the development and growth of tourism in the region, continent and internationally; Promote cooperation with international organisation and institutions in line with South Africa's national values and foreign policy objectives; Coordinate tourism related regional, continental and international collaboration and partnerships; Monitor developments in the tourism sector; Identify and direct national priorities through bilateral and multilateral relations; Manage the Chief Directorate's resources (human and financial).

**ENQUIRIES  
NOTE**

: Ms A Malan Tel No: (012) 444 6380  
 : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.

**POST 32/70**

: **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: DT31/2023**

**SALARY**

: R1 162 200 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

**CENTRE  
REQUIREMENTS**

: Pretoria  
 : A SAQA recognised B-degree (NQF7) in Supply Chain Management or Logistics or Public Administration or Management. Minimum of 5 years' working experience at middle/ management level. Understanding of government policies. Required proven skills: Computer literacy, Analytical thinking, Strategic planning, Supply Chain Management, Communication skills (verbal and written), Project management skills. A valid driver's license. Knowledge of PFMA and Treasury Regulations.

**DUTIES**

: Reporting to the Chief Financial Officer the successful candidate will provide strategic leadership and direction with respect to the following key functions: managing Demand, Acquisition, Logistics, Assets, Transport and Travel units in the department, ensuring submission of a consolidated Procurement Plan, ensuring that bid specifications and evaluation reports are aligned to project objectives and complies with SCM laws and regulations; coordinate of conclusion contracts (SLA's). Ensuring effective implementation of Supply Chain and Asset Management policies and standard operating procedures. Maintain an accurate, complete and valid asset register, ensure that BAS and LOGIS asset reconciliation reports are reviewed; ensuring the submission of recommendations on theft/ losses/ damages to the committee; Provide support during the audit process and ensure that responses are submitted within the required time frames. Develop, implement, review and monitor risks within the directorate. Responsible for compiling monthly, quarterly, annual reports. Develop, implement and monitor the execution of the budget and operational plan of the directorate. Manage the resources of the Directorate.

**ENQUIRIES  
NOTE**

: Mr T Koena Tel No: (012) 444 6154  
 : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.

**POST 32/71**

: **DIRECTOR: LEGAL SERVICES REF NO: D32/2023**

**SALARY**

: R1 162 200 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a

		flexible portion that may be structured according to personal needs within a framework)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria
	:	A SAQA recognised LLB (NQF8) qualification; Minimum of 5 years' working experience at middle/ senior management level in the Public Service. Proven extensive experience in the practice of law, either as a member of the Bar, an admitted attorney or a legal advisor in a public service environment. Valid driver's license. Required skills: Litigation; Legislative drafting; contract management including drafting, negotiation and vetting of all types of legal agreements; Legal drafting and research; Compliance management; Dispute Resolution; Presentation skills; Good communication (verbal and written) Project management; Strategic capability and leadership; Analytical thinking; Planning and organising; Project Management; People and resource management; Computer literacy. Required Knowledge: Prescripts governing the Public Service including: the South African Constitution, PFMA, PAJA, PAIA. High Court, Magistrates Court and CCMA Rules.
<b><u>DUTIES</u></b>	:	Reporting to the Chief Director: Legal Services the successful candidate will provide strategic leadership and direction to ensure efficient and effective provision of legal services and management of staff in the Directorate with respect to the following key functions: Manage the provision of legal advice and opinions in the department; Review internal policies; Review and draft legislation; Manage litigation; negotiate, draft and quality assure contracts, international agreements, MOA's and MOU's. Continuously monitor compliance with statutory obligations and provide advice. Prepare and manage the submission of monthly, quarterly or <i>ad hoc</i> reports. Quality assure the work produced in the Directorate. Provide continuous support and training of departmental staff on legal matters. Manage Directorate's staff and allocated resources.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms M Boikanyo Tel No: (012) 444 6104/6275
	:	All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Some of the interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the performance agreement, employment contract and annual financial disclosure. EE Preference will be given to Asian, Coloured and White Females.

#### **OTHER POSTS**

<b><u>POST 32/72</u></b>	:	<b><u>ASSISTANT DIRECTOR: MULTILATERAL RELATIONS AND COOPERATION REF NO: DT 33/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10), excluding service benefits
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	A SAQA recognized NQF level 6/7 qualification in International Relations/ Economics/ Tourism or related field. 3-5 years' working experience in a supervisory position within an International Relations or Tourism environment. Project Management skills. Sound knowledge and skills in stakeholder management, financial management and human resource management. Excellent writing and analysis skills. A valid driver's licence and willingness to travel.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for facilitating the development of strategic plans for multilateral engagements; assisting in reviewing the strategic plans in line with national priorities; coordinating South Africa's national interests and strategic partnerships with prioritised multilateral organisations and strategic formations; facilitating the development of the stakeholder consultation framework; assisting with the engagement with stakeholders and identifying areas of analysis; coordinating the process of stakeholder consultation; maintenance of multilateral engagements database for the department; facilitating and updating the database and retrieving information upon request; assisting in analysing international trends to identify the best practices; facilitating identification of points of interface with prioritised multilateral organisations; developing briefing notes and lobbying and for country positions; monitoring and reporting continuously in terms of multilateral engagements.
<b><u>ENQUIRIES</u></b>	:	Mr V Maseko Tel No: (012) 444 6646

**NOTE** : EE Requirements: Preference will be given to Coloured Male and White Male candidates.

**POST 32/73** : **ASSISTANT DIRECTOR: EXPERIENCE AND ROUTE DEVELOPMENT REF NO: DT 34 /2023**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10), excluding service benefits  
: Pretoria  
: A SAQA recognised NQF6/7 qualification in Tourism Development, Economics or related studies. 3-5 years' management experience in tourism related management. Project Management skills. Knowledge of relevant Acts and Prescripts. Knowledge of Tourism Policies and procedures. Knowledge of South Africa's domestic and international policies in relation to tourism. Understanding and knowledge of South Africa, regions and the continent. Ability to manage people and empower or motivate people. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Client orientation and customer focus. Leadership skills. Proper and strong negotiation skills. Financial management skills. Sound organising skills. Ability to act with tact and diplomacy. Computer Literacy with knowledge and understanding of all MS Office packages.

**DUTIES** : The successful candidate will be responsible for auditing all tourism routes in the country including cross border initiatives. Setting up initial engagements with industry operators on initiatives, facilitate trade relations networking between operators and travel trade, Coordinate intergovernmental and cross border relations engagements on route development initiatives. Identify strategic tourism routes and trails that can significantly enhance visitor experience and facilitate tourism development and investment in thriving tourism nodes. List number of critical routes and initiatives that can enhance tourism experience, drafting motivations to solicit support from management. Develop tourism route support framework and policy through which the State can contribute in enhancing visitor experience through development of routes/trails. Develop route support and incentives framework that embraces government strategic objectives, develop guidelines and framework for roles and responsibilities in route development, design policy, forms and processes for supporting route initiatives. Do trend analysis for new forms of tourism niche market development. Producing regular tourism trend analysis report. Drafting of cases or motivations for management support for development of the market. Conducting baseline research on niche markets, identify niche markets aligned to national tourism strategic objectives. Identify development funding and investment opportunities that can support market development. Start initial engagements with relevant partners to support the development of such a market, support in the management of partnerships for experience and route development.

**ENQUIRIES** : Ms F Mbam Tel No: (012) 444 6419

**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/74** : **ASSISTANT DIRECTOR ADVOCACY, AWARENESS AND FACILITATION PROGRAMMES REF NO: DT 35/2023**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10), excluding service benefits  
: Pretoria  
: A SAQA recognised relevant Degree or National Diploma in Tourism Management/ Social Studies. 3-5 years' working experience relevant environment. Knowledge and understanding of the tourism sector. Understanding of the SETA landscape. Knowledge of Human Resource Development and the Skills Development Act. Knowledge of the Tourism Act, Public Service and departmental procedures and prescripts related to HRD and Tourism. Programme and Project Management skills. People Management and Presentation Skills. Sound organising and planning skills. Coordination and Facilitation skills. Good communication, problem solving and writing skills.

**DUTIES** : The successful candidate will assist in creating awareness and advocacy on skills development initiatives for the tourism sector; monitoring the creation of a work-

readiness programme for the unemployed in collaboration with relevant stakeholders; ensuring the establishment of relevant structures and bodies that would enhance synergy amongst the activities of role players and address pertinent issues affecting industry course; building capacity for the sector and local government communities and the promotion of tourism culture, coordinate the implementation of stakeholder engagements and enhancing awareness of the tourism industry amongst learners, students and unemployed youth; conducting education and skills training programmes targeting learners, Educators, Civil society and community representatives; Assist in the implementation of Foreign education and training awareness initiatives; Ensure that there is establishment, participation and monitoring of working groups or task teams to create synergy on the implementation of skills programmes; Implement and drive interventions that raise awareness on of the socio-economic benefits of domestic tourism; facilitating engagement sessions with industry on skills development initiatives and any other related matters; maintain strategic partnerships that supports awareness and education within the sector; assisting in the identification of relevant sector Departments for collaboration in support of Social Tourism, coordinating the participation of the partners in various stakeholder engagements platforms. monitoring and evaluating the implementation of Domestic Tourism Growth Strategy to track and advice on the implications; coordinating continuous reporting on the progress of Social Tourism Growth Programme; identifying implementation mechanisms of tourism sector strategies; providing inputs in drafting a stakeholder consultation framework with regard to Social Tourism Development Intervention.

**ENQUIRIES** : Ms MP Jones Tel No: (012) 444 6574  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/75** : **PROFESSIONAL DEVELOPMENT OFFICER REF NO: DT 36/2023**

**SALARY** : R359 517 per annum (Level 10), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6/7 in Human Resources Development, Tourism, Public Administration or equivalent qualification. 2-3-years' working experience in a related environment. Knowledge of HR practices and procedures. Knowledge and understanding of Administrative procedures. Financial and project management skills. Sound knowledge of Personnel management. Understanding of financial delegations and Protocol. Sound organising and planning skills. Good communication skills. Computer Literacy.

**DUTIES** : The successful candidate will be responsible for supporting the establishment of national body/agency to coordinate the skills training systems; providing support in the implementation of the Executive Development programme for women; providing support in the implementation of the Tourism Human Resource Development Strategy (TSHRD) initiatives i.e. RPL; providing support in the professionalization and continued development of TSHRD; facilitating communication with industry association to professionalise certain tourism related professions; coordinating logistical arrangements for stakeholders' engagements; maintaining stakeholder database; providing secretariat services and logistical arrangements for professionalization and development structure meetings; ensuring proper recording and safe keeping of structure and other meeting minutes; coordinating sub-directorate travel arrangements including Subsistence & Travel (S&T) Claims.

**ENQUIRIES** : Ms. CT Madlala Tel No: (012) 444 6416  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/76** : **RISK PRACTITIONER REF NO: DT 37/2023**

**SALARY** : R359 517 per annum (Level 08), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6/7 qualification in Risk Management/Accounting/Internal Auditing/Business Management. 2-3 years' working experience within a Risk and Integrity Management environment. Registration with the institute of Risk

Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter (ACFESA) would be an added advantage. Understanding of the legislative requirements relating to Enterprise Risk Management. Good understanding of Integrated Risk Management principles and practices such as: Corporate Governance (King IV), Public Sector Risk Management Framework, COSO framework, Code of Ethics and their incorporation into various business processes, Treasury regulations. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for coordinating departmental operational, ethics and fraud and corruption risk registers; benchmarking with best practices in Risk Management to review the Risk Management Frameworks; compiling and analysing the audit finding tracking system and conducting regular analysis of the programme environment to identify emerging risks and liaising with programmes; facilitating reporting on the implementation of financial disclosure and remunerative work outside the public service dispensation by employees; compiling quarterly operational and fraud mitigation progress reports, collating and analysing the risk management quarterly reports and draft risk mitigation analysis reports; facilitating approval of Risk Management Committee and providing secretarial services (compile meeting packs, assist with logistical arrangements for RMC meetings including special meetings); preparing the payment of fees for the external independent RMC Chairperson; developing a schedule and facilitating logistical arrangements for awareness sessions and source promotional material; monitoring implementation of Business Continuity Management and facilitating Business Continuity Impact risk assessments; assisting in the development of Business Continuity Management framework and implementation plans.

**ENQUIRIES** : Ms R Motshegwa Tel No: (012) 444 6591  
**NOTE** : EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**POST 32/77** : **PERSONAL ASSISTANT REF NO: DT 38/2023**

**SALARY** : R294 321 per annum (Level 07), excluding service benefits  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised NQF 6 or equivalent qualification (a Secretariat specific qualification would be an added advantage). 3-5 years' work experience in rendering secretariat support to senior management. Sound knowledge and experience in financial administration. Project management skills. Computer literacy. Sound communication skills, including report writing and verbal communication. Organisational and problem-solving skills. Self-management and motivation.

**DUTIES** : The successful candidate will be responsible for preparing and maintaining the year plan and calendar; managing reminders and informing manager about appointments; ensuring that the diary is clear from clashes and rescheduling appointments to prioritise meetings; coordinating with and advising the manager regarding engagements; receiving telephone calls for the senior manager; performing advanced typing work; clarifying instructions and notes on behalf of the manager; utilizing discretion to decide whether to accept/decline or refer to other employees' requests for meeting based on the assessed importance and urgency of the matter; ensuring the effective flow of information and documents to and from the office of the manager; ensuring safekeeping of all documentation in line with relevant legislation and policies; scrutinizing routine submissions / reports and making notes and /or recommendations for the manager; drafting documents and filing of documents for the manager and unit; collecting, analysing and collating information requested by manager; managing the leave register for the unit; compiling the stakeholder contact list for manager; scrutinizing documents to determine actions / other documents required for meetings; recording minutes and communicating with the relevant role players; coordinating logistical arrangements for meetings; making bookings of flights, accommodation and car rental; collecting and coordinating all the documents that relate to the manager's budget; keeping records of expenditure commitments and monitor expenditure; checking and correlating BAS reports to ensure that expenditure is allocated correctly; managing of telephone accounts for the unit; handling the procurement of standard items for

the activities of the manager and the unit; comparing the MTEF allocation with the requested budget and inform the manager of changes.

**ENQUIRIES** : Mr S Pearce Tel No: (012) 444 6587  
**NOTE** : EE Requirement: Preference will be given to Coloured Male and White Male Candidates

**POST 32/78** : **ADMINISTRATIVE ASSISTANT REF NO: DT 40/2023**

**SALARY** : R241 485 per annum (Level 06)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Grade 12 certificate or equivalent other training course/qualifications.1-2 years' experience in Administrative Environment. Good telephone etiquette. Sound organizational skills. Basic written communication skills. Ability to act with tact and discretion. Language skills and the ability to communicate well with people at different levels and from different backgrounds.

**DUTIES** : The successful candidate will be responsible for preparing and maintaining the year plan or Calendar for the Chief Directorate. Making logistical arrangements for directorate's meetings, events and workshops (organise venues, equipment, refreshments): process order forms/order numbers for workshops, catering, conferences and departmental entertainment. Administer safekeeping of goods delivered and received. Receiving clients from receptionist and direct to relevant boardroom, venue or office. Make bookings of flights, accommodation and car rental as per departmental policy and procedures. Prepare the processing of travelling documents. Binding of documents for management meetings. Provide administrative support. Administer telephone accounts, salary slips, sundry payments, mail register, receiving of documents, registering documents and disseminate to the relevant officials. Keep and maintain leave records, asset register, procurement of assets/equipment etc. Manage boardrooms (where relevant). Handle general phone line, mail delivery. Compile quarterly delegation report on all approval done by Directors. Manage printer contracts (Where relevant). Compilation of stakeholder contact list for Director. Process claims. Prepare S&T, cellphone claims and ADSL claims and submit for approval and forward to finance for payment. Follow-up with finance on payments. Manage petty cash according to policy and procedures. Process all invoices. Ensures proper record keeping of expenditure documents e.g. invoices. Procurement of standard items like stationery, refreshments. Liaise with supply chain in relation to procurements of goods and services. Documents management. Receiving, recording and distributes all incoming and outgoing documents. Ensure safekeeping of information, documents, order forms, invoices. Tracking of hardcopy documents for the Manager. Record and circulate promptly, in a clear and confident manner, documents that are relevant to the manager. Proper follow up of outstanding tasks. Adhere to the record management policy and procedure manual. Complying with the record disposal system. Compile and update delegation register. File, store, retrieve and secure of files/documents in line with Departmental Central Filing system/requirement. Filing of all documents according to the departmental file plan and central filling system. Tracing files and documents from registry. Updating and maintaining records of all files, documents and provide original/copy to the registry. Adherence to the record management policy and procedure manual. Complying with the records disposal system. Update filling system regularly.

**ENQUIRIES** : Ms E Moswete Tel No: (012) 444 6519  
**NOTE** : EE Requirements: Preference will be given to Coloured Male and White Male Candidates.

**POST 32/79** : **LEGAL ADMINISTRATIVE OFFICER MR1-4 REF NO: DT 39/2023**

**SALARY** : R228 915 – R397 323 per annum, (suitable notch to be determined in accordance with the OSD determination)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A SAQA recognised LLB degree, 1 to 8 years' post qualification legal experience in accordance with the OSD determination. Knowledge of relevant Acts and Prescripts. Knowledge of the Constitution. Knowledge of the PFMA, knowledge of

Civil Procedure (high court and magistrate court rules), Knowledge of PAJA & PAIA, computer literacy, analytical thinking, legal drafting, dispute resolution, legal research, good verbal and written communication skills and project management skills.

**DUTIES**

: The successful candidate will be responsible for administering legal advice/opinion in the Department, research the applicability of legal principles on legal Opinion, higher legal position of the Opinion, conduct research on applicable policy, legislation or regulations and legal principles with legal Opinions, formulate questions to be answered on legal Opinions, study and cite relevant cases on aspects related to legal Opinions, ascertain whether legislation is in accordance with principle of drafting and interpretation of statute, ascertain that intention of Department and entities are reflected in the said proposed bill or amendment bill, peruse and study draft of proposed bill or amendment bill, facilitate with the drafting for cabinet memorandum, pilot legislation through the parliamentary process, respond to legal opinion aspects that arise during public hearing and parliamentary sessions, consult with relevant line function. Litigation management, provide evidence in regards to possible settlement and negotiate settlement with opponent, prepare instruction to State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary, monitor the court case from the inception to its finally finalisation, consult with the relevant line function at each stage of the pleadings, draft, verify the contracts and international agreements to be drafted and edited, conduct research on applicable policy, legislation or regulation to be followed, draft legal documents and advice on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case, administrative duties, liaise with shareholders on legal interventions, draft and/or edit legal correspondence on all legal administrative enquiries, conduct awareness on the legal interventions, submit monthly and quarterly report to the Senior Legal Administration Officer.

**ENQUIRIES**  
**NOTE**

: Mr AP Letsoalo Tel No: (012) 444 6313  
: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to dticapplications@tianaconsulting.co.za (Ref no. should appear in subject-line), by post to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 22 September 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by **only** shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity affirmative action employer. The dtic is at the forefront of government's efforts to drive growth and transformation in the South African economy. This is an exciting opportunity for an experienced, dynamic leader, to join the leadership team that is expected to lead and support the dtic's efforts to deliver on 45 deliverables, as laid out in the Department's Annual Performance Plan: <http://www.thedtic.gov.za/wp-content/uploads/the-dtic-APP-2023-24.pdf>

## MANAGEMENT ECHELON

- POST 32/80** : **DEPUTY DIRECTOR - GENERAL: DEPARTMENTAL OPERATIONS REF NO: ODG - 047**
- SALARY** : R1 663 581 per annum (Level 15), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : 8-10 years relevant Senior or Executive Management experience in the private sector or government; An undergraduate and postgraduate (NQF Level 8) qualification in Economics, Finance, Business Admin, Public Management or related field. Demonstrated leadership in effective implementation, with knowledge of the core issues in the Department's mandate and knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills.
- DUTIES** : The Department has a number of programmes, covering trade policy, export promotion, investment and SEZs, incentive administration, competition and

transformation, consumer and corporate regulation, sector policies and industrial masterplans, research and administration. The responsibilities with this post are to develop and oversee the implementation of action plans for the departmental strategic plan, ensuring alignment across the different parts of the dtic and with the Medium-Term Strategic Framework. In addition: Align the department's operational strategy with policies. Implement a strong monitoring and review system, introduce corrective measures, and facilitate performance review sessions. Ensure the dtic has effective, efficient and transparent systems and frameworks for effective risk and entity management particularly governance, engagement, planning, monitoring, and reporting. Lead institutional transformation projects, championing institutional change within the department to achieve its mandate. Establish internal and external communication systems, enhancing branding and media relations. Manage the human and financial resources and assets of the business unit.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/81** : **SENIOR SPECIALIST: RAIL AND ROAD LOGISTICS REF NO: RESEARCH – A100**  
(12 months contract)

Overview: To provide specialist advice to strengthen the dtic's ability to engage on domestic rail and road challenges including efficiency, reliability, user costs, servicing of under-developed regions, infrastructure expansion, and servicing of sector-specific requirements.

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

: Post-graduate or Masters qualification in any of the following: engineering; transport policy; international logistics; road or rail policy; logistics; or economic policy-related fields. Five years' relevant senior managerial experience in transport policy; logistics; transport economic regulation; or economic policy development  
Skills/Knowledge: Proven experience in policy development, strategic planning, and analysis, preferably within the rail, road, transport or logistics sectors. Strong analytical skills, with the ability to translate complex data into actionable insights. Demonstrated experience in forecasting demand and supply trends. Adept at building and maintaining relationships across various levels of government and industry. Strong leadership skills and the ability to work effectively in interdisciplinary teams. Extensive experience in international policy analysis and assessment, with a strong understanding of rail and road policy, logistics systems, infrastructure, and markets. Proven ability to track global policy trends and translate them into actionable strategies and interventions to enhance South Africa's position in the international trade landscape. Proficiency in producing both quantitative and qualitative analysis, including demand and supply forecasts, benchmarking, and vulnerability assessments. Demonstrated success in cultivating and managing strategic relationships with diverse stakeholders, fostering partnerships, and participating in intergovernmental collaborations. Communication skills (verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills & time management skills. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

**DUTIES** : Policy Development, Strategy and Advice: Track, analyse, and assess international policy trends, translating their implications for South Africa into actionable mitigation or support measures. Lead the development of dtic's policy stance on the restructuring, expansion and operation of rail and road logistics systems, markets, and infrastructure. Provide high-level guidance for policy interventions that boost the global competitiveness of manufacturing, mining, and agricultural sectors. Produce comprehensive quantitative and qualitative analysis of South and Southern Africa's rail and road logistics systems, infrastructure, markets, efficiency, and growth potential. Offer strategic policy advice to enhance the efficiency and cost-effectiveness of SA's rail and road infrastructure, system and markets. Monitoring and Reporting: Prepare regular monthly, quarterly, and annual reports on port logistics, infrastructure, market trends, and growth potential. Stay current with developments in rail, road and transport policy, identifying opportunities for

efficiency measures, growth, and potential challenges. Deliver quantitative reports benchmarking South Africa's rail and road logistics infrastructure and system against international comparators. Provide qualitative reports identifying vulnerabilities, challenges, and growth opportunities within the rail and road logistics system. Demand and Growth Forecasting: Develop scenarios for SA rail and road market, infrastructure expansion, system optimisation, growth opportunities, risks and threats along with potential mitigation measures. Provide accurate demand and supply forecasts for rail and road usage to inform planning and decision-making. Stakeholder Management: Build and nurture strong relationships with key stakeholders crucial to the success of rail and road policy. Foster partnerships and enhance communication with stakeholders to ensure alignment and collaboration. Contribute actively to interdepartmental and intergovernmental task teams focused on rail, road and transport policy. Data Management: Collect and source relevant data, identifying gaps and establishing a robust data repository to strengthen quantitative analysis and reporting.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/82** : **SENIOR SPECIALIST: PORT LOGISTICS REF NO: RESEARCH – A101**  
(12 months contract)  
Overview: To provide specialist advice with regard to port logistics, policy and inter-model connectivity to strengthen the dtic's ability to engage on domestic port logistics challenges including efficiency, reliability, user costs, and servicing of under-developed regions.

**SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)  
: Pretoria  
: Post-graduate or Masters qualification at NQF Level 7 in any of the following: engineering; transport; international logistics; maritime and ports management; transport logistics; or economics related field. Five years' relevant senior managerial experience in ports; trade; logistics; or transport-related policy. Skills/Knowledge: Proven experience in policy development, strategic planning, and analysis, preferably within the port logistics or related sectors. Strong analytical skills, with the ability to translate complex data into actionable insights. Demonstrated experience in forecasting demand and supply trends. Adept at building and maintaining relationships across various levels of government and industry. Strong leadership skills and the ability to work effectively in interdisciplinary teams. Extensive experience in international policy analysis and assessment, with a strong understanding of port logistics systems, infrastructure, and markets. Proven ability to track global policy trends and translate them into actionable strategies and interventions to enhance South Africa's position in the international trade landscape. Proficiency in producing both quantitative and qualitative analysis, including demand and supply forecasts, benchmarking, and vulnerability assessments. Demonstrated success in cultivating and managing strategic relationships with diverse stakeholders, fostering partnerships, and participating in intergovernmental collaborations. Communication skills (verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills & time management skills, mentoring and coaching. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

**DUTIES** : Track, analyse, and assess international policy trends, translating their implications for South Africa into actionable mitigation or support measures. Lead the development of dtic's policy stance on the restructuring, expansion and operation of port logistics systems, markets, and infrastructure. Provide high-level guidance for policy interventions that boost the global competitiveness of manufacturing, mining, and agricultural sectors. Produce comprehensive quantitative and qualitative analysis of South and Southern Africa's port logistics systems, infrastructure, markets, efficiency, and growth potential. Offer strategic policy advice to enhance the efficiency and cost-effectiveness of SA's port logistics system. Monitoring and Reporting: Prepare regular monthly, quarterly, and annual reports on port logistics, infrastructure, market trends, and growth potential. Stay current with developments in port logistics, identifying opportunities for efficiency

measures, growth, and potential challenges. Deliver quantitative reports benchmarking South Africa's port logistics against industry trends. Provide qualitative reports identifying vulnerabilities, challenges, and growth opportunities within the port logistics system. Demand and Growth Forecasting: Develop scenarios for SA ports logistics, infrastructure, and growth, along with recommendations for potential mitigation strategies. Provide accurate demand and supply forecasts for port logistics to inform planning and decision-making. Stakeholder Management: Build and nurture strong relationships with key stakeholders crucial to the success of port logistics efforts. Foster partnerships and enhance communication with stakeholders to ensure alignment and collaboration. Contribute actively to interdepartmental and intergovernmental task teams focused on port logistics. Data Management: Collect and source data, identify data gaps, and develop an appropriate data repository to enhance quantitative analysis and reporting on energy-related issues.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/83** : **SENIOR SPECIALIST: ENERGY AND ELECTRICITY POLICY REF NO: RESEARCH – A102**  
(12 months contract)

Overview: To manage and provide specialist advice with regard to energy policy to strengthen the dtic's ability to assess the domestic energy and especially electricity markets and market reforms in terms of effectiveness, reliability of supply, access to the national grid, cost of supply, and servicing of underdeveloped regions.

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

: Post-graduate or Masters qualification in an engineering, energy policy, economic regulation, economic policy or related fields. Five years' experience at Senior Management Level in energy policy, economic regulation or economic policy environment. Skills / Knowledge requirements: Extensive experience in energy policy analysis, renewable energy, economic regulation or economic policy or a related area. Strong understanding of international energy policy trends and their potential impact on South Africa. Proven experience in policy analysis, scenario planning, and forecasting Familiarity with data collection, management, and reporting. Proven ability to work effectively in interdepartmental and inter-governmental task teams. Strong problem-solving skills and ability to provide strategic advice. Attention to detail and strong analytical skills. Excellent stakeholder engagement and management skills. Exceptional written and verbal communication skills. Experience in reporting, stakeholder management, project management, strategic capability and leadership. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.

**DUTIES** : Policy Development, Strategy and Advice: Track, and analyse international policy trends, assess their implications for South Africa, and develop mitigation or support measures, including policies, strategies, and program interventions. Develop the dtic's policy position on the restructuring of the energy system, market, and infrastructure. Guide potential policy interventions to enhance the global competitiveness of manufacturing, mining, and agricultural sectors. Produce quantitative and qualitative analysis of South and Southern Africa's energy infrastructure, markets, efficiency measures, growth potential, demand, and supply forecasts. Provide high-level policy advice to the dtic on measures to improve the efficiency and cost-effectiveness of SA's energy system, transmission infrastructure, electricity generation facilities, renewable energy opportunities, expansion of electricity infrastructure, private-sector participation in the energy market, electricity trading, and localisation opportunities. Stay informed about and advise on national, regional, and global discussions on relevant policies, financing, and management/ownership models for the energy logistics sector. Respond to requests for technical assistance and policy advice from the dtic's executive and senior management. Monitoring and Reporting: Provide regular reports on energy logistics on a monthly, quarterly, and annual basis, as well as when required. Monitor developments related to energy systems, infrastructure, markets, efficiency measures, growth potential, and demand and supply. Provide quantitative reports

detailing trends and benchmarking of South Africa's energy and electricity markets. Provide qualitative reports highlighting vulnerabilities, challenges, and growth opportunities in the energy and electricity markets. Demand and Growth Forecasting: Develop scenarios for SA's energy infrastructure, growth, challenges, and mitigation strategies. Provide demand and supply forecasts for energy especially electricity. Generate comprehensive quantitative and qualitative analyses of energy infrastructure, markets, efficiency, growth potential, and demand-supply dynamics. Stakeholder Management: Establish strong relationships with stakeholders critical to energy policy. Strengthen partnerships and communication with all relevant stakeholders. Participate in task teams involving multiple departments and government levels focused on energy and electricity policy. Data Management: Collect and source data, identify data gaps, and develop an appropriate data repository to enhance quantitative analysis and reporting on energy-related issues.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/84** : **SENIOR SPECIALIST: NEW METAL TRADING SYSTEM DEVELOPMENT AND IMPLEMENTATION REF NO: RESEARCH – A100**  
(12 months contract)

Overview: The Senior Specialist for New Metal Trading System Development and implementation will play a pivotal role in the dtic's efforts to combat metal infrastructure theft and damage. This role involves leading the development, implementation and institutionalisation of a cutting-edge Metal Trading System that effectively identifies stolen public infrastructure entering the scrap metal value-chain, export market, or legitimate metal production industry.

**SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)  
: Pretoria  
: Post Graduate Degree (NQF 7) in a relevant field such as Engineering, Material Science, Information Technology, Business Science and Commerce related or a related discipline. 5 years of experience at senior management level in project management, system development, or a related role. Skills / Knowledge

Requirements: Experience in and understanding of the Metals sector. Experience in leading strategy development and implementation. Experience in managing systems design and development. Proficiency in utilizing technology for data management and reporting. Strategic thinker with the ability to drive innovative solutions. Proven ability to network and build partnerships with various government agencies, industry associations, and international organizations. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service regulations. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Proficient in MS Packages.

**DUTIES** : Strategy Development and Implementation: Provide strategic oversight and leadership to the combatting of metal infrastructure theft and damage to the industry. Develop a comprehensive strategy for the implementation of the New Metal Trading System, aligning with the department's goals to eliminate metal infrastructure theft and damage. Build relationships and collaborate with senior stakeholders to establish clear objectives, milestones, and key performance indicators (KPIs) for the initiative. Monitor progress, identify potential challenges, and make adjustments to the strategy as needed. Take proactive steps to improve the system and implement actions. System design and development: Lead the (design) development, and implementation of the Metal Trading System, leveraging technology solutions such as data analytics, machine learning, and blockchain to identify stolen metal infrastructure. Work closely with technical teams, external consultants, and vendors to ensure the successful implementation of the system. Ensure compliance with data security and privacy regulations while designing the system. Stakeholder engagements: Build and maintain strong relationships with relevant government agencies, law enforcement, industry associations, and other public and private sector stakeholders. Lead engagement efforts to secure support, cooperation, and participation in the Metal Trading System initiative. Collaborate

with stakeholders to gather insights, feedback, and recommendations for refining the system's design and functionality. Regulatory Compliance and Legislation: Stay up-to-date with relevant laws, regulations, and policies related to metal trading and infrastructure protection. Collaborate with legal experts to ensure that the Metal Trading System aligns with existing regulations and contributes to the development of new legislation if necessary. Data Analysis and reporting: Oversee the analysis of data collected by the Metal Trading System to identify patterns of stolen metal infrastructure. Prepare regular reports and presentations for senior management, government officials, and stakeholders to communicate progress, successes, and challenges. Training and capacity building: Develop and deliver training programs for industry stakeholders, law enforcement personnel, and system users to effectively use and benefit from the Metal Trading System. Provide ongoing support to users and address any technical or operational challenges that arise.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/85** : **SPECIALIST: LABOUR LAW REF NO: CMSB – A100**  
(12 months contract)  
Overview: To provide specialist auxiliary legal advice and support on all matters related to labour and employment law of the dtic.

**SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), (all-inclusive remuneration package)  
: Pretoria  
: Masters qualification in a labour law related field as recognised by SAQA. Must be a registered advocate in labour law. 8- 10 years' relevant senior managerial experience in a labour law related field. Skills / Knowledge Requirements: Extensive experience in providing legal advice and support on labour and employment law matters. Experience in investigating labour related issues, identifying case law and provide support to managers. Excellent interpersonal and communication skills to collaborate effectively with internal and external stakeholders. Proficiency in utilizing technology for data management and reporting. Strategic thinker with the ability to drive innovative solutions. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, Public Service Act and Public Service Regulations. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Proficient in MS Packages.

**DUTIES** : Expert Legal Advice and Support on Labour and Employment Law: Analyse and interpret intricate labour laws and regulations for expert advice. Identify risk areas in employment matters and provide guidance. Advise on positive employee relations, dispute resolution, and grievance handling. Offer guidance on discrimination laws, harassment policies, and legal compliance. Investigate Labour-Related Issues and Support Managers: Identify pertinent case law to establish legal precedents. Assess case strengths and advise managers on potential success. Guide managers on actions aligned with case law and compliance. Participate in alternative dispute resolution and assist in dispute management. Conduct Legal Research and Ensure Compliance: Stay updated on labour and employment law changes. Research and interpret legal issues for expert advice. Evaluate legislative changes' impact on client compliance. Advise clients on policy modifications and risk mitigation strategies. Create Awareness of Labour Law Best Practices: Develop training materials and deliver sessions. Identify compliance gaps and offer targeted training. Audit policies for compliance and suggest improvements. Assist clients in implementing effective compliance systems. Participate in Business Development for Labour Law Practice: Identify and pursue business growth opportunities. Develop proposals, engage branches, and build relationships. Collaborate with colleagues for practice expansion strategies. Demonstrate expertise through thought leadership and client interactions.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

<b><u>POST 32/86</u></b>	:	<p><b><u>DIRECTOR: AFRICA REF NO: EXPORTS – A100</u></b>  (12 months contract)  Overview: To oversee and coordinate export promotion and marketing in the relevant region.</p>
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Postgraduate qualification in Business Management/Economics/Marketing. 5 year's relevant middle/senior managerial experience in an export promotion environment. Skills / Knowledge requirements: Strong understanding of export strategies, market intelligence and stakeholder coordination. Experience in reporting, risk management, customer relations management, people management, financial management, project management, strategic capability and leadership. Knowledge and understanding of key legislation applicable to public entities and the dtic. Knowledge and understanding of regulations, Public Finance Management Act and Treasury Regulations, public service regulations. Proven leadership abilities and strategic thinking. Excellent interpersonal, communication, and negotiation skills. Proficiency in project management and coordination. Ability to foster relationships with government entities, private sector firms, and international agencies.
<b><u>DUTIES</u></b>	:	Strategic Planning and Coordination: Oversee the development and finalization of the business plan for the Africa region within the Export Promotion Unit. Market Intelligence Assessments and Outcomes. Oversee the gathering of market intelligence information for inputs into export strategies. Oversee collaboration between researchers and deputy directors of the relevant region to ensure that research is done in prioritised areas. Oversee the development of export promotion strategies for markets in Africa. Oversee the compilation of country strategies for markets in Africa. Oversee the development and maintenance of databases of companies for the African region. Oversee the update of the export opportunities in matrices for the African region. Oversee the collaboration with dtic Entities and Export Councils to identify companies for exports. Lead the identification, initiation, scoping and implementation of region/market specific International Trade Initiatives. Export Services and Aftercare: Oversee the development and continuous improvement to client services, policies, processes and procedures. Oversee the establishment of client reception and interface facilities for African markets. Ensure that all export enquiries are dealt with effectively and efficiently by the staff in the unit. Oversee the provision of information on capabilities of the sectors to the clients and stakeholders. Review the database of targeted companies and allocate resources to interact with the companies. Oversee the communication of identified opportunities to relevant stakeholders associated with markets in Africa. Oversee the collaboration with dtic Entities and Export Councils to recruit companies for exports. Co-ordinate Export Promotion Strategies. Oversee the realisation of Export Promotion projects as per business plan. Oversee the organisation of specialised and generic export promotion projects. Oversee the facilitation of ad hoc projects. Oversee the recruitment of companies that are ready to participate in Export Promotion projects such as Inward and Outward Missions, as well as National Pavilions. Oversee the coordination of business forums for incoming and outgoing State visits. Oversee country branding and profiling to optimise the promotion of South African products at various forums. Ensure flagship projects are prioritised according to export promotion strategies for Africa. Provide general support and assistance to the Exports Executive Management on key projects and daily activities. Provide inputs for briefing documents and information for Ministers. Stakeholder Partner Coordination: Facilitate the involvement of Export Partners in Export Promotion projects (Such as Provincial-, Metro-, Municipal, as well as Export Councils, Industry Associations and private sector firms). Lead the cooperation with other Government departments, e.g. DIRCO and the Presidency, on projects such as BNCs, State Visits. Lead the collaboration on joint trade promotion activities with e.g. Metros, Municipalities, and Provinces. Lead the collaboration with international agencies and institutions (e.g. USAID, CBI, Chambers etc.) including donor funding for projects. Establish and maintain relationships with key contacts abroad with regards to export destinations and foreign economic offices. Progress Monitoring and Evaluation: Facilitate the

review of export promotion strategies, projects and action plans in the export promotion services sector monitoring outcomes as per activity calendar and project plan with the Chief Director: Export Promotion and Marketing. Oversee the reporting of monthly and quarterly progress on export promotion projects, strategies and action plans for African markets. Review customer satisfaction surveys and make relevant adjustments to ensure adherence to service delivery improvement plans. Knowledge Management: Ensure the institutionalisation of Export Promotion methodologies by overseeing the transfer of these onto a central database. Oversee the inputs and updates to the dtic website on export promotion activities in the relevant region.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/87** : **DIRECTOR: REST OF THE WORLD REF NO: EXPORTS – A101**  
(12 months contract)  
Overview: To oversee and coordinate export promotion and marketing in the relevant region.

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Postgraduate qualification in Business Management /Economics/ Marketing. 5 year's relevant middle/senior managerial experience in an export promotion environment. Skills / Knowledge requirements: Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Extensive experience in developing and implementing export promotion strategies in a dynamic and fast-paced environment. Strong understanding of market intelligence analysis, export opportunities, and trade initiatives. Excellent interpersonal and communication skills to collaborate effectively with internal and external stakeholders. Proficiency in utilizing technology for data management and reporting. Strategic thinker with the ability to drive innovative solutions and adapt to changing market dynamics. Proven ability to network and build partnerships with various government agencies, industry associations, and international organizations. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service regulations Proficient in MS Packages.

**DUTIES** : Overseeing Business Plan Development: Consolidating inputs and finalizing business plans for the relevant regions of the Export Promotion Unit. Market Intelligence Assessments and Outcomes: Gathering market intelligence for export strategies and collaboration with researchers. Developing and maintaining databases of companies. Identifying export opportunities and collaborating with relevant entities. Initiating and implementing region/market-specific international trade initiatives. Managing Export Services and Aftercare: Developing client services, policies, and continuous improvement. Ensuring effective handling of export inquiries and provision of sector information. Coordinating with stakeholders for identified opportunities and recruitment. Co-ordinating Export Promotion Strategies: Realizing export promotion projects as per business plan. Organizing export promotion projects, including specialized events. Coordinating participation in trade projects and forums. Branding and profiling South African products internationally. Stakeholder Partner Coordination: Collaborating with export partners, government departments, and international agencies. Establishing and maintaining relationships with key contacts abroad. Monitoring and Evaluation: Reviewing export strategies and projects. Reporting progress on projects and strategies. Enhancing service delivery based on customer feedback. Knowledge Management and Communication: Institutionalizing export promotion methodologies and maintaining documentation. Updating the company website with export promotion activities

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/88** : **DIRECTOR: TRADE BARRIERS REF NO: EXPORTS – A102**  
(12 months contract)  
Overview: To oversee and coordinate export promotion and marketing.

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Postgraduate qualification in Business Management /Economics/ Marketing. 5 years' middle management experience in an export promotion environment. Skills / Knowledge Requirements: Extensive experience in international trade, trade policies, barriers, and market access strategies. Experience in engaging in advocacy efforts, lobbying, and trade dispute resolution processes. Excellent interpersonal and communication skills to collaborate effectively with internal and external stakeholders. Proficiency in utilizing technology for data management and reporting. Strategic thinker with the ability to drive innovative solutions and adapt to changing market dynamics. Proven ability to network and build partnerships with various government agencies, industry associations, and international organizations Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service regulations. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Proficient in MS Packages.

**DUTIES** : **Develop and Implement Trade Barrier Strategies:** Conduct comprehensive research and analysis to identify existing and emerging trade barriers impacting exports. Develop and implement strategies to overcome trade barriers, enhance market access, and optimize export opportunities. Collaborate with cross-functional teams to resolve barriers. **Stakeholder Management:** Establish and maintain effective relationships with government agencies, trade associations, export councils, industry partners, and other relevant stakeholders. Collaborate with Departmental branches and entities to align trade barrier strategies and address compliance issues. Represent the Department in trade-related engagements, meetings, and industry forums. **Trade Barrier Resolution:** Develop and implement initiatives to resolve trade barriers, such as engaging in advocacy efforts, lobbying, and trade dispute resolution processes. Collaborate with internal and external stakeholders to develop innovative solutions and alternative approaches to resolve trade barriers. Monitor the effectiveness of implemented strategies and adjust them as needed to achieve desired outcomes. **Barrier Research and Analysis:** Coordinate market research to identify barrier impact on potential export markets and evaluate the feasibility of their resolution. Analyse market trends, customer demands, and competitor activities to identify trade barrier challenges and opportunities. Provide insights and recommendations to senior management based on research findings. **Team Leadership and Development:** Lead, mentor, and inspire a team of trade barrier resolution specialists and analysts. Provide guidance, support, and training to team members to enhance their skills and knowledge on barriers. Foster a collaborative and results-oriented work environment, promoting cross-functional teamwork and knowledge sharing.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/89** : **DIRECTOR: EXPORT NETWORK REF NO: EXPORTS – A103**  
(12 months contract)  
Overview: To oversee and coordinate export promotion and marketing in the relevant region.

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Postgraduate qualification in Business Management/Economics/Marketing. 5 years' experience in Communication/Marketing/Export Promotion Environment in Middle Management Level Skills / Knowledge Requirements: Proven experience in developing and managing export networks and partnerships, preferably in an international investment and export environment. In-depth knowledge of the export industry, global trade practices, market dynamics, and regulatory requirements. Strong negotiation and relationship-building skills to establish and maintain

productive partnerships with exporters and international stakeholders. Proven ability to network and build partnerships with the export community, various government agencies, industry associations, and international organizations. Excellent interpersonal and communication skills to collaborate effectively with internal and external stakeholders. Strategic thinker with the ability to drive innovative solutions and adapt to changing market dynamics. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service regulations. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Proficient in MS Packages.

**DUTIES**

: Strategic Partnership Development: Develop and implement a comprehensive strategy to identify and establish strategic partnerships, alliances and export networks to support the country's export goals. Identify potential partners, distributors, agents, and other relevant stakeholders in target markets to support export networks. Conduct market research and analysis to identify emerging opportunities, trends, and competitor strategies in the export environment and target markets. Stakeholder Management: Build and maintain strong relationships with international partners, distributors, agents, and industry associations to strengthen the dtic export networks. Collaborate with export network members and partners to align export objectives, develop joint marketing strategies, and unlock export opportunities. Provide ongoing support, training, and resources to export network members to ensure effective collaboration and achievement of export targets. Market Expansion: Identify and evaluate new market opportunities for exports, considering factors such as market demand, competition, regulatory environment, and potential risks. Develop market entry strategies and plans in collaboration with cross-functional departmental teams and export network members. Implement market entry strategies together with export network members by leveraging available tools, mechanisms and resources, domestically and in international markets. Performance Analysis and Reporting: Establish key performance indicators (KPIs) and metrics to measure the effectiveness of export networks and partnerships. Conduct regular analysis and evaluation of export networks performance and contributions by members, to identify areas for improvement and optimization. Prepare comprehensive reports and presentations to communicate export network performance, achievements, challenges, and recommendations to senior management and Leadership.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**OTHER POSTS**

**POST 32/90**

: **PROJECT MANAGERS: NEW METAL TRADING SYSTEM DEVELOPMENT AND IMPLEMENTATION REF NO: SECTORS – A101 (X2 POSTS)**  
(12 months contract)

Overview: The Project Managers for New Metal Trading System Development and Implementation will play a pivotal role in the dtic's efforts to combat metal infrastructure theft and damage. This role involves supporting the development and implementation of metals sector and the institutionalisation of a cutting-edge Metal Trading System that effectively identifies stolen public infrastructure entering the scrap metal value-chain, export market, or legitimate metal production industry.

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

: R958 824 per annum (Level 12), (all-inclusive remuneration package)  
: Pretoria  
: Undergraduate qualification (NQF 7) in a relevant field such as Engineering, Material Science, Information Technology, Business Science and/or Commerce related or a related discipline. 3- 5 years of experience at managerial level in project management, engineering, system development, or a related role, preferably within the government or technology sector. Skills / Knowledge Requirements: Experience in and understanding of the Metals sector. Experience in strategy development and implementation. Experience in system design and development. Proficiency in utilizing technology for data management and reporting. Strategic thinker with the ability to drive innovative solutions. Proven ability to network and

build partnerships with various government agencies, industry associations, and international organizations. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service regulations. Experience in reporting, risk management, stakeholder and customer relations management, people management, financial management, project management, strategic capability and leadership. Proficient in MS Packages.

**DUTIES**

: Strategy Development and Implementation: Assist in developing and implementation of a comprehensive strategy for the New Metal Trading System, aligning with the department's goals to eliminate metal infrastructure theft and damage. Assist senior management to collaborate with leadership to establish clear objectives, milestones, and key performance indicators (KPIs) for the initiative. Support the senior specialist in monitoring progress, identify potential challenges, and make adjustments to the strategy as needed. System design and development: Support the development and implementation of the Metal Trading System, leveraging technology solutions such as data analytics, machine learning, and blockchain to identify stolen metal infrastructure. Work closely with technical teams, external consultants, and vendors to ensure the successful implementation of the system. Assist in ensuring compliance with data security and privacy regulations while designing the system. Stakeholder engagements: Together with the Senior specialist, build and maintain strong relationships with relevant government agencies, law enforcement, industry associations, and other public and private sector stakeholders. Participate in engagement efforts to secure support, cooperation, and participation in the Metal Trading System initiative. Collaborate with stakeholders to.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1310

**POST 32/91**

: **DEPUTY DIRECTOR: TECHNICAL INFRASTRUCTURE REF NO: SECTORS - 085**

Overview: To develop, support and advise on Technical Infrastructure processes, policies and programmes as it specifically relates to Accreditation, Compulsory Specifications and Building Regulations.

**SALARY  
CENTRE  
REQUIREMENTS**

: R958 824 per annum (Level 12), (all-inclusive remuneration package)  
: Pretoria  
: A three-year National Diploma / B Degree in Economics / Public Administration / Engineering / Science. 3-5 years' relevant managerial experience in the Technical Infrastructure field. Skills/Knowledge: Proven experience in the development and review of Technical Infrastructure policies, procedures, and strategy implementation. Proficiency in research and analysis, stakeholder management, monitoring and evaluation, people management, project management, and financial management. Comprehensive knowledge of industry trends, regulatory frameworks, and best practices. Strategic acumen and leadership skills, including effective communication (verbal and written), analytical proficiency, presentation skills, organizational planning, and customer focus. Sound knowledge of technical infrastructure, including Accreditation, Compulsory Specifications, and Building Regulations and the related legislation and policies such as the National Regulator for Compulsory Specifications Act, Accreditation for Conformity. Assessment, Calibration and Good Laboratory Practice Act, National Building Regulations and Building Standards Act, Industrial Policy, Public Service Act, Preferential Procurement Policy Framework Act, and related regulations. Proficiency in MS Office Packages.

**DUTIES**

: Lead policy development and review for Technical Infrastructure on Accreditation, Compulsory Specifications, and Building Regulations locally, regionally (SADC), AfCTA and internationally, including at the WTO-TBT committee. Advocate policies and collaborate with Technical Infrastructure Agencies (SANAS and NRCS) to strengthen manufacturing and value-added sectors. Guide Technical Infrastructure entities to align with dtic's strategic plans and industrial policy framework. Implement key Acts: Accreditation Act, National Regulator for Compulsory Specifications Act, and Building Regulations Act. Actively engage in department forums, contributing to resolving technical infrastructure challenges. Identify needs

**ENQUIRIES**

of Technical Infrastructure agencies and stakeholders, especially related to Accreditation, Compulsory Specifications, and Building Regulations.  
: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835

**POST 32/92**

**DEPUTY DIRECTOR – CONTACT CENTRE REF NO: ODG - 152**

Overview: Accountable for all issues relating to operations, policy implementation, systems and people management.

**SALARY  
CENTRE  
REQUIREMENTS**

: R811 560 per annum (Level 11), (all-inclusive remuneration package)  
: Pretoria

: A three-year National Diploma or Degree in Contact Centre or Marketing & Communications. 3-5 years' relevant managerial Call Centre experience. Skills/Knowledge: Experience in developing and implementing contact centre management systems and processes. Experience in managing Service Level Agreements (SLAs) with internal and external stakeholders. Experience in, stakeholder management, people management, project management. Demonstrate expertise in customer service strategies, contact centre technologies, and best practices. Sound knowledge and understanding of customer relationship systems and information management. Strong risk assessment skills to ensure the smooth functioning and security of contact centre operations. Strong leadership and team management skills with the ability to motivate and inspire a diverse team. Excellent problem-solving and decision-making capabilities. Proficiency in data analysis and reporting to drive performance improvements. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and other related regulations. Proficient in MS Packages. Familiarity with HR practices and the ability to effectively manage human resources within the contact centre.

**DUTIES**

: Customer Contact Centre Management: Develop and manage efficient contact centre management systems and processes to ensure seamless operations. Develop and manage service levels and targets, consistently striving to improve customer satisfaction. Implement and oversee the effective utilization of contact centre technology to enhance service delivery. Conduct risk assessments to identify and mitigate potential challenges. Ensure optimal facility management for a conducive and productive contact centre environment. Benchmark industry best practices and implement operational improvements accordingly. Develop and manage SLAs with branches to ensure streamlined communication and collaboration. Oversee the management of customer relationship systems and information. Customer Service: Drive the implementation of the dtic customer charter, service standards, and complaints handling processes within the contact centre. Manage the implementation of the dtic's customer relationship strategy to foster positive interactions. Participate in the dtic Customer Service Forum (Batho Pele Forum) to contribute to service enhancement initiatives. Collaborate with other branches for outreach initiatives and collaborative projects. Handle and resolve customer complaints, ensuring high levels of customer satisfaction. Foster strong relations with other government departments to facilitate seamless cooperation. Contribute to the department's outreach programme to expand the reach of services. Human Resource Management: Oversee performance management and appraisals for contact centre staff. Effectively communicate the contact centre's strategy and business plan to all team members. Facilitate soft skills training and product knowledge transfer to enhance staff capabilities. Drive general skills development and manage associated administration tasks. Foster a positive and motivating work environment that encourages professional growth and development.

**ENQUIRIES**

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

**POST 32/93**

: **SECURITY OFFICER REF NO: CMSB - 047**

Overview: To render security services for the dtic.

**SALARY**

: R241 485 per annum, (Level 06)

**CENTRE**

: Pretoria

**REQUIREMENTS**

: Senior Certificate / Grade 12, relevant security certification or qualifications and registered with Private Security Industry Regulator Authority (PSIRA). 3-5 years' relevant experience in Security services environment Skills/Knowledge: Experience in access control, inspections, contingency planning, report writing and escorting. Sound ability to communicate well, both verbal and written. Exceptional attention to detail and a commitment to following protocols. Effective communication skills to interact with both visitors and staff. Good interpersonal skills and customer service excellence. Ability to stay composed under pressure and handle security-related incidents. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Basic understanding of emergency response procedures and safety protocols. Proficiency in using security equipment, including X-ray machines and fire extinguishers. Solid report-writing skills to accurately document incidents and inspections. Strong familiarity with the Control Access to Public Premises and Vehicle Act. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act, Occupational Health and Safety Act, Disaster Management Act, Protection of Information Act and Treasury Regulations. Knowledge and understanding of the practices and regulations applicable to administrative support services in the Department. Computer Literacy (MS Office Package).

**DUTIES**

: Implement and enforce access control protocols as per the Control Access to Public Premises and Vehicle Act. Ensure proper usage of access cards by dtic staff for premises entry. Conduct thorough visitor screenings, following established guidelines. Verify and contact individuals being visited prior to granting visitor access. Facilitate X-ray screening for visitors' parcels. Perform thorough inspections of buildings and personnel, upholding security standards. Supervise external guards from Sunnyside, ensuring alignment with security protocols. Regularly inspect evacuation routes, fire extinguishers, and emergency systems. Actively participate in safety training and evacuation drills. Compile comprehensive monthly statistical reports covering access control, visitors, parking, mail, contractors, and key management. Report and document equipment and security system issues, failures, and inspections. Maintain effective communication with supervisors regarding incidents and concerns. Monitor and secure unattended office doors, ensuring proper closure and locking. Safeguard classified documents and staff personal belongings. Verify shutdown of all appliances at the end of each day. Professionally escort visitors, including VIPs, ensuring their security. Maintain vigilant oversight of visitor movement within premises. Ensure no visitors are left unattended within office areas. Manage and retain accurate visitor records.

**ENQUIRIES**

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

## DEPARTMENT OF TRANSPORT

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

<b><u>APPLICATIONS</u></b>	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
<b><u>FOR ATTENTION</u></b>	:	Recruitment Unit. Room 4034.
<b><u>CLOSING DATE</u></b>	:	06 October 2023
<b><u>NOTE</u></b>	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at <a href="http://www.gov.za">www.gov.za</a> ). Applicants must fill in full new Z83 form part A, B, C, and D. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NGS) has introduced compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services (submitted prior to appointment) and can be accessed through the following link: <a href="http://www.thensg.gov.za/training-course/sms-pre-entry-programme/">http://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> . The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

## MANAGEMENT ECHELON

<b><u>POST 32/94</u></b>	:	<b><u>DIRECTOR: ROAD RESEARCH, POLICY, STANDARDS AND GUIDELINES</u></b> <b><u>REF NO: DOT/HRM/2023/61</u></b> Branch: Road Transport Chief Directorate: Road Engineering Standards Directorate: Road Research, Policy, Standards and Guidelines
<b><u>SALARY</u></b>	:	R1 162 200 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENT</u></b>	:	An undergraduate NQF Level 7 qualification as recognised by SAQA in Civil Engineering with 6 — 10 years' experience in the road infrastructure development field of which 5 years must be at Middle Management level. Registered with ECSA as a Professional Engineer or Engineering Technologist. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: A sound knowledge and experience in the development of the road infrastructure standards and guidelines. Knowledge and understanding of the guidelines and specifications relevant to civil engineering in South Africa. Extensive knowledge and understanding of the road infrastructure

development and roads supervision. Knowledge and understanding of the importance of community development programs and participation. Working knowledge of PFMA, MMFA, Treasury Regulations and GIAMA. Verbal & Written communication - English - above average. Computer literacy — above average. Governance related to information. Research and Policy experience. Procurement experience & Project Management. Compilation of management and technical reports and proposals.

**DUTIES** : Conduct research, develop and update policy related strategies for roads development, management, delivery and environmental management. Investigate and benchmark, plan and manage road delivery programmes for municipal, provincial and national roads. Establish systems to monitor and evaluate the effective implementation and compliance with norms, standards and guidelines. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage and control the Directorate.

**ENQUIRIES** : Mr Chris Hlabisa Tel No: (012) 309 3170  
**NOTE** : Preference will be given to African Male/Female, Coloured Male /Female, White Male, Indian Female and persons with disabilities are encouraged to apply for the position.

#### OTHER POSTS

**POST 32/95** : **DEPUTY DIRECTOR: ROAD ACCIDENT AND INCIDENT INVESTIGATION REF NO: DOT/HRM/2023/62**  
 Branch: Road Transport  
 Chief Directorate: Road Transport Regulation  
 Directorate: Road Traffic Legislation and Standards Regulation  
 Sub Directorate: Road Accident and Incident Investigations

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

**CENTRE** : Pretoria  
**REQUIREMENT** : An undergraduate NQF level 6 qualification as recognised by SAQA in Mechanical Engineering / Civil Engineering / Built Environment with 5 years relevant experience a Junior Management or Assistant Director level in Road Traffic Legislation and Standard field. Knowledge and Skills: Knowledge and understanding of the development of South African National Standards (SANS) and its processes. Knowledge and experience in road traffic-related matters. Knowledge of the National Road Traffic Act and its regulations. Knowledge of the National Road Traffic Act, 1996 (Act No.93 of 1996). Knowledge and understanding of the Public Finance Management Act (PFMA). Communication- Verbal & Written communication - English - above average.

**DUTIES** : Develop appropriate legislation and regulate the standardisation of accident investigation in conjunction with stakeholders. Audit the level of compliance to the relevant standards and procedures. Keep a database of all ma-or accidents and determine the trends. Monitor the implementation of recommendations on accident investigations and report results through structures. Regulate and coordinate the standardisation of Road Incident Management on all incident scenes in the country. Manage the resources of the Sub-directorate.

**ENQUIRIES** : Mr John Motsatsing Tel No: (012) 309 3574  
**NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.

**POST 32/96** : **DEPUTY DIRECTOR: MANUFACTURERS IMPORTERS AND BUILDERS REF NO: DOT/HRM/2023/63**  
 Branch: Road Transport  
 Chief Directorate: Road Transport Regulation  
 Directorate: Compliance  
 Sub Directorate: Manufacturers Importers and Builders

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

**CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	An undergraduate NQF Level 6 qualification as recognised by SAQA in Civil Engineering / Built Environment / Transport and Logistics Management with 5 years' experience in the road transport regulation environment of which 3 years' experience must be at a Junior Management or Assistant Director level. Knowledge and Skills: Extensive NaTIS (National Traffic Information System) experience in at least the vehicle and MIB modules. Knowledge and interpretation of the National Road Traffic Act and Regulations Forensic Audit skills. Advanced word processor, spreadsheet and presentation skills. Advanced financial recording and administration skills Computer literacy. Communication- Verbal & Written communication - English - above average - Governance related to information.
<b><u>DUTIES</u></b>	:	Oversee the Inspectorate for Manufacturers Importers and Builders as prescribed in the National Road Traffic Act, Act 93 of 1996. Perform system audits on NaTIS to detect and report fraud and corruption. Manage policies and procedures with regard to abnormal loads. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Laetitia Botma Tel No: (012) 309 3763
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 32/97</u></b>	:	<b><u>ASSISTANT DIRECTOR: ROAD SAFETY PROGRAMMES REF NO: DOT/HRM/2023/64</u></b> Branch: Road Transport Chief Directorate: Road Transport Regulation Directorate: Road Safety Promotion Sub Directorate: Road Safety Programmes
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate NQF Level 6 qualification in Road Safety Management /Education / Transport Management with 3 years' experience at a supervisory or practitioner level in the transport regulations or road safety environment. Knowledge And Skills: Knowledge of National Road Safety Strategy (NRSS) and National Road Traffic Act and Regulation. Knowledge and understanding of intergovernmental relations. Report writing skills, Presentation skill and Administration Skill. Computer literacy. Verbal and written communication and Governance related to information. Complies and manage budget, cash flow, institute risk management and administers tender procurement process in accordance with generally recognised financial practices in order to ensure the achievement of strategic organisational objectives. Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (project Planning, Evaluation and Reporting. Manage and encourages people, optimises their outputs and effectively managers relationships in order to achieve organisational goals. Willing and able to deliver service effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.
<b><u>DUTIES</u></b>	:	Facilitate the development of Road Safety Policy. Provide support in the implementation of reviewed Road Safety Strategy. Disseminate Road Safety Information. Provide support in establishment and coordination of Road Safety Consultative Structures. Manage the resources of the section.
<b><u>ENQUIRY</u></b>	:	Ms Bonkekile Zwane Tel No: (012) 309 3252
<b><u>NOTE</u></b>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 32/98</u></b>	:	<b><u>ASSISTANT DIRECTOR: ROAD INFRASTRUCTURE SAFETY AUDITS AND QUALITY ASSURANCE REF NO: DOT/HRM/2023/65</u></b> Branch: Road Transport Chief Directorate: Engineering Standards Directorate: Road Asset and Quality Management Sub Directorate: Road Infrastructure Safety Audits and Quality Assurance
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10)

<b><u>CENTRE REQUIREMENTS</u></b>	: Pretoria : An appropriate NQF Level 6 qualification as recognised by SAQA in Civil Engineering /Transport Planning with 3 year's work experience at supervisory or practitioner level in a built environment field. Registered with ECSA relevant professional body. Drivers license required. Knowledge And Skills: Knowledge and understanding of Engineering Standards. Background and understanding of Engineering Standards. Compilation of management report PFMA, Report written skills and Presentation skills. Verbal and written communication, Computer literacy and Governance related to information. Compile and manages budes, controls cash flow, institutes risk management and administers tender procurement process in accordance with generally recognised financial practice in order to ensure the achievement of strategic organisational objective. Provide a vision, sets the direction for the component / unit and inspires other to plan, execute, deliver and report on the organismal mandate. Manage and encourage, monitors and evaluation specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation and Reporting) Willing and able to deliver service effectively and efficiently in order to put the spirit of customer services (Batho Pele) into practice.
<b><u>DUTIES</u></b>	: Coordinate a safety audit strategy and framework with all key role-players and stakeholders. Monitor the implement of infrastructure safety audits. Monitor road quality assurance. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the Sub-Directorate.
<b><u>ENQUIRY NOTE</u></b>	: Mr Mkhumbuzi Turwana Tel No: (012) 309 3618 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<b><u>POST 32/99</u></b>	: <b><u>ASSISTANT DIRECTOR: INTERNAL FINANCIAL CONTROL REF NO: DOT/HRM/2023/66</u></b> Branch: Chief Financial Officer Chief Directorate: Budgeting and Compliance Sub-Directorate: Compliance and Internal Financial Control
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R424 104 per annum (Level 09) : Pretoria : An NQF Level 6 qualification in Finance / Accounting Auditing with 3 years' experience at a supervisory or practitioner level in finance. Knowledge And Skills: Knowledge of the PFMA and Treasury Regulation. Ability to analyse and synthesise information. Internal Control Framework. Interpersonal skills. Planning and organizational skills. Research and Presentation skills. Computer literacy. Verbal and written communication. Governance related to information. Compiles and manages budget, controls cash flows, institutes risk management and administers tender procurement process in accordance with generally recognised financial practices in order to insure the achievement of strategic organisational objectives. Provide a vision, sets the direction for the component /unit and inspires other to plan, execute, deliver and report on the organisational mandate. Manages and encourages, people, optimise their outputs and effectively managers relationships in order to achieve organisational goals. Plan, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation and Reporting). Willing to deliver service services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice. Initiates, supports and champions organisational transformational and change in order to successfully implement new initiatives and on service delivery commitment successfully implement new initiatives and deliver on service delivery commitment.
<b><u>DUTIES</u></b>	: Manage the internal checking process. Manage the safekeeping of batches. Review the internal and external audit queries. Manage the Loss Control Process. Manage the resources of batches.
<b><u>ENQUIRIES NOTE</u></b>	: Ms Grace Mogaladi Tel No: (012) 309 3791 : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**POST 32/100** : **ASSISTANT DIRECTOR: PUBLIC ENTITY PERFORMANCE AND COMPLIANCE REF NO: DOT/HRM/2023/67**  
Branch: Office of the Director General  
Chief Directorate: Public Entity Oversight  
Directorate: Roads Public Entity Oversight  
Sub-Directorate: Roads Public Entity Oversight

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate NGF level 6 qualification as recognised by SAQA in Financial Management/ BCom in Accounting/ Transport Economics/ Economics with 3 years relevant experience at a supervisory or practitioner level in a corporate governance or state-owned enterprise oversight environment. Knowledge and Skills: Legislative and policy prescripts relevant to the Department and its SOEs, Corporate governance as it applies and private sector, Project Management, strategic planning and risk management, Knowledge and understanding of the Public Finance Management Act( PFMA), National Treasury Regulations and other relevant legislation and policies relevant to the public entities, understanding of corporate governance processes, the facilitation of appointments for Boards or Councils or public entities, and the coordination of entities' strategic and annual performance plans, Knowledge and understanding of monitoring the performance of public entities, Knowledge and data analysis, financial and non-financial report writing, Policy formulation and evaluation, Communication; Verbal and Written communication. Financial Management; Compile and manage budgets, control cash flow, institute risk management. Strategic Capability and Leadership, provides a vision, sets the direction for the component/ unit that inspires others to plan. People Management, Project Management and Empowerment, Project/ Programme Management, Client Orientation and Customer Focus.

**DUTIES** : To monitor and evaluate the performance and compliance of public entities, Conduct the monitoring of performance of the DoT Entities as stated in the Annual performance Plans, Corporate Plan, Strategic and Shareholder's Compact. Monitor and evaluate performance of Dot Entities as stated in the planning documents. Monitor compliance with PFMA and/or agency enabling legislations, regulations and policies. Manage stakeholder relationships.

**ENQUIRIES** : Ms Lerato Nonyana Tel No: (012) 309 3000  
**NOTE** : Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

## DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Kimberley, for purposes of response handling, please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Recruitment and Selection Unit
- CLOSING DATE** : 22 September 2023
- NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity 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.

## MANAGEMENT ECHELON

- POST 32/101** : **DIRECTOR: SUPPORT SERVICES REF NO: 220923/01**  
Branch: Provincial Coordination and International Cooperation: Northern Cape
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Relevant B - degree NQF level 7 Qualification in Finance, Public Management, Business Administration, or related qualification. Five (5) to ten (10) years' experience in corporate services or finance, of which at least five (5) years must be

at middle/senior managerial level. A pre-entry certificate obtained from the National School of Government is required prior to the appointment (Refer to SMS note above). The disclosure of a valid unexpired driver's license. Extensive knowledge of relevant legislation, policies, and practices. Knowledge of Human Resources Policies within Public Service and SMS Handbook. Knowledge of policy development and implementation. Knowledge of Records Management policies. Knowledge of PFMA and General Accounting Principles of Practice (GAP). Knowledge of Administrative laws. Knowledge of financial management. Knowledge of programme and project management. Knowledge of local government sector. Knowledge of Public Service Act and Public Service Regulations. Strong Leadership and strategic planning capability. Exceptional relationship management and outstanding interpersonal relations skills coupled with strong listening, analytical and problem-solving skills. Must be self-disciplined, ethical, accountable as well as be capable of working under pressure and beyond normal working hours, as the incumbent will be expected to travel. Must be computer literate and have good report writing, communicating and presentation skills.

**DUTIES**

: To provide strategic oversight on financial management within provincial operations. Provide management, and financial accounting services. Provide revenue services. Provide assets management (including fixed assets) Provide effective Supply Chain Management services. The provision of strategic direction in the implementation of HR policies, prescripts, and strategies. Manage human resource development, HR administration, recruitment and selection, and Labour Relations. Coordinate employee health and wellness programmes. Monitor, manage and mainstream relevant development programmes. Management of IT systems and contractors/ consultants. The coordination of the procurement of IT equipment and services. Ensure the provision of office support services. Facilitate the implementation of records management policies, guidelines and procedures. Manage records and information. Provide security advisory services and liaise with security agencies. Ensure provision of office accommodation. Ensure effective corporate contract management services. Ensure provision of telecommunication services (reception services, telephones, video conferencing etc). Develop and disseminate information. Ensure management of subsidized vehicles scheme and business travel arrangement. Ensure the rendering of communication services. Render corporate and development communication services. Manage and coordinate provincial and development communication services. Effective management of the development and management for media products and corporate branding services. Liaise with media services for the provincial operations.

**ENQUIRIES**

: Ms. I Lekalake Tel No: (053) 830 8803

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF HUMAN SETTLEMENTS**

**APPLICATIONS**

: Applicants are encouraged to apply via the e-recruitment system. However, applications can be forwarded via one of the following options: Utilize the e-recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za> OR Hand delivery: The Director: Human Resource Management, Department of Human Settlements, 31-33 Phillip Frame Road, Chiselhurst, East London. Courier Services: The Director: Human Resource Management, Department of Human Settlements, 31-33 Phillip Frame Road, Chiselhurst, East London. To report glitches with the E-Recruitment system and assistance regarding the activation of your profile, send an email to: [YolandaS@ecdhs.gov.za](mailto:YolandaS@ecdhs.gov.za) (NB: For technical glitches only – No CVS). Technical support is limited to working hours: (08:00 am to 16:30pm Mon-Thurs and 08:00 am to 16:00 pm on Fridays). Should you submit your applications/CV to: [YolandaS@ecdhs.gov.za](mailto:YolandaS@ecdhs.gov.za) and not as specified, your application will be regarded as lost and will not be considered.

**FOR ATTENTION  
CLOSING DATE  
NOTE**

: Mrs W. Hartzenberg Tel No: (043) 711 9685 / Mr M. Kana Tel No: (043) 711 9743.  
: 22 September 2023

: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment).

Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### MANAGEMENT ECHELON

**POST 32/102** : **DIRECTOR: INTEGRATED HUMAN SETTLEMENTS PLANNING REF NO: DHS01/09/2023**

**SALARY** : R1 162 200 per annum (Level 13), all-inclusive package  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in B. Admin /Public Administration/Social Science/Development Studies/ Public Management as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's license.

**DUTIES** : Monitor the development, review, and evaluation human settlements plan in line with sector plans. Facilitate the development and review of provincial human settlements development plans. Support municipalities in the development of housing sector plans and evaluation of housing chapter of IDP's. Monitor the development of policies, plans and strategies for consideration at execution and political level. Liaise with relevant stakeholders at municipal level and determine lines of communication. Facilitate the establishment of formal and informal forums relating to policy, strategy, norms and standards. Update the role players about imminent housing policy developments. Interact with National and Provincial departments and attend housing forums to keep abreast of most recent policies and objectives. Monitor the development and review of technical planning for human settlements including spatial planning. Provide of project planning related services. Provide support for the facilitation of project planning. Monitor feasibility studies of the projects. Assess project readiness. Monitor geo-tech, planning services, EIA and other related technical professional services. Facilitate the provision of spatial reference data and facilitate effective planning on housing delivery. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the directorate. Audit plan. Financial management. Monitor the planning and reporting of the directorate programs. Manage and mitigate risk in the directorate. Monitor the development and the implementation of the directorate standard operating procedures. Attend to internal audit and AGs RFIs and Audit outcomes and findings.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/103** : **DIRECTOR: SALES AND TRANSFERS REF NO: DHS02/09/2023**

**SALARY** : R1 162 200 per annum (Level 13), all-inclusive package  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in B. Admin/Public Administration/Real Estate (Property Practice) Public Management as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience A sound knowledge and

functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's licence. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's license.

**DUTIES**

: Monitor the development and implementation of housing asset management policy. Evaluate national, provincial and other policies relating to state owned housing assets. Facilitate the drafting of policies and strategies. Monitor the implementation and review of policies. Monitor the administration and maintenance of the housing debtor system, land and residential building asset register. Facilitate the designing and maintenance of systems. Monitor and review procedures and strategies. Monitor the administration of sales and rental/deed of sale contracts. Facilitate the establishment and maintenance of procedures and criteria for evaluation of rental and deed of sale contracts. Facilitate the establishment and maintenance of rental and deed of sale contracts database. Monitor the phasing out programme and implementing of the Enhanced Extended Discount Benefit Scheme. Facilitate the designing and maintenance of systems to ensure monitoring and supervision of the system and register. Promote the programme and scheme. Monitor the maintenance of state-owned housing assets. Facilitate the development of policies and procedures to ensure quality maintenance of state-owned assets. Facilitate the designing and maintenance of systems to ensure adequate monitoring and supervision of the assets. Manage the appointment of service providers. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement, and maintain effective and efficient communication. Manage assets of the directorate. Audit plan. Financial management. Monitor the planning and reporting of the directorate programs. Manage and mitigate risk in the directorate. Monitor the development and the implementation of the directorate standard operating procedures. Attend to internal audit and AGs RFIs and Audit outcomes and findings.

**ENQUIRIES**

: Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/104**

: **DIRECTOR: COMMUNICATION MANAGEMENT REF NO: DHS03/09/2023**

**SALARY**

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

**CENTRE**

: Head Office (East London)

**REQUIREMENTS**

: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Communication/Journalism/Media Studies/Public Relations as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. Good communication skills, project management skills, presentation skills, report writing skills, planning and organising, problem solving and analysis skills. Ability to work in a team. Must have a valid driver's license and willing to travel. Able to work under pressure and difficult deadlines.

**DUTIES**

: The directorate is responsible to provide communication and media liaison services of the department. The position comes with great responsibility of managing information content both internally and externally and deliver relevant information to employees and public. Communications Directors are accountable for public perception of a department and managing this perception from various media platforms involves developing cohesive communication, marketing strategies and implement the strategies. Great understanding the importance of timing and setting and responding to crisis and setbacks and pre-emptive planning. In-depth knowledge on branding guidelines. Oversee management and maintenance of Information Centre (Library). Oversee a team of diverse communications personnel

different roles and functions. Oversee management, planning and execution of internal and external events. Ensuring that information released is consistent with the strategy at large and mandate of the Department. Manage the department's image in the digital space, traditional media (print, electronic etc.) all social media channels such as Facebook, Twitter, Google, YouTube etc. Cultivating an environment of readiness and alertness and maintaining an awareness of risks and threats. Ensure quality control of all information released and manage positive image and identity of the department. Management of audio-visual services, content management and graphic designing support services. Management of digital photographs, speeches, visuals on CDs and DVDs. Designing of layout of all strategic documents. Production of videos, adverts and documentaries for external and internal use. Creation and maintenance of an audio-visual library. Provision of public address-sound system for official functions, seminars and conferences. Provision of photography and videography services. Facilitate the provision of language management services in terms of Language Act of 2012. Provide translation services. Language promotion and literature development and publishing. Manage the allocated resources of the directorate. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Must have excellent analytic skills in communication (both written and verbal), digital management with deep understanding of social media platforms and channels. Strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management, change management and service delivery innovation.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/105** : **DIRECTOR: GRANT MANAGEMENT REF NO: DHS04/09/2023**  
Purpose: To monitor housing sales, transfers, and assets.

**SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive package)  
: Head Office (East London)  
: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Public Administration/Finance/Cost and Management Accounting/Information Systems as recognised by SAQA with 5 years' experience at a middle/senior management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

**DUTIES** : Management and administration of the human settlement grant and other related funds. Monitor all approved conditional grant cash flows (CGBP). Monitor approved revised cash flows for mid-year review. Monitor grant allocation committed on BAS. Monitor timely settlement and accounting of all creditors in compliance with financial prescripts. Monitor monthly and quarterly grant performance reports to National Department of Human Settlements and Treasury. Monitor trust accounts reconciliation. Management and administration of the housing subsidy system in the implementation of human settlements development grant. Monitor timely beneficiary approvals and transfers. Monitor credible reports HSS/BAS reconciliation, project financial and non-financial report. Monitor support to accredited municipalities and districts. Monitor captured CGBP on HSS as per the National Practice note. Effective management of audit intervention plan, risk function with grant management. Monitor risks identified incorporated in the risk register for the component. Monitor audit findings from the audit management report and resolve them. Monitor monthly cash flow projection per project. Monitor grant performance report. Manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans

and personal development plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance assessments of all sub-ordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential. Provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Ensure sound employee relations in terms of the applicable labour legislation. Ensure that policy, systems and procedures to manage discipline are implemented and maintained. Implement a human resource development strategy for the unit. Build effective teams. Build capacity through the management of continuous training and development programmes for categories of staff. Knowledge of applicable legislations and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation skills and working in a team.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/106** : **DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS05/09/2023**  
Purpose: To provide institutional performance assessment and programme evaluation services.

**SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive package)  
: Head Office (East London)  
: National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Public Administration/Finance/Cost and Management Accounting/Information Systems as recognised by SAQA with 5 years' experience at a middle/senior management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

**DUTIES** : Manage strategic leadership to the institutional performance assessment and programme evaluation. Review and implement a monitoring and evaluation framework. Provide assistance to programmes in the design of a monitoring and evaluation systems with associated procedures. Review the component strategic plans (strategic plan, annual performance plan and annual operational plan). Manage and compile institutional performance and strategic reports. Co-ordinate the component budget, financial expenditure and submission of statutory reports (IYM, Quarterly, Half Year and Annual Reports)/ Report and comment on findings at relevant forums and handle high level ad hoc requests for information. Provide an advisory and support service to maintain appropriate levels of monitoring and evaluation outputs. Manage assessment department's effectiveness and efficiency in supporting the attainment of service delivery objectives. Analyse, monitor and evaluate reports and performance. Submit findings, recommendations and institute remedial actions where appropriate. Review strategic risks and implement action plans. Manage audit improvement plans. Monitor, evaluate and report on programme performance aligned to statutory prescripts. Monitor and report on progress of housing programmes. Annual reports, quarterly performance reports, electronic quarterly performance report (EQPRS), half year performance reports, co-ordinate quarterly conditional grant review report, manage evaluation of programme interventions, manage and conduct project level monitoring to assess project performance, manage audit of performance objectives. Manage the allocated resources of the directorate. Ensure timeously development of job description and implementation of work plans and personal development plans

(PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely performance assessments of all sub-ordinates. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure management, maintenance and safekeeping of assets. Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, Public Finance Management Act (PFMA). Excellent research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, strategic capability and leadership, programme and project management, service delivery innovation, people management and empowerment skills.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/107** : **DIRECTOR: INTERNAL AUDIT REF NO: DHS06/09/2023**  
Purpose: To monitor departmental internal audit activities.

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech/Advanced Diploma in Accounting/Auditing as recognised by SAQA with 5 years' experience at a middle/senior management level. Certified Internal Auditor (CIA) or Professional Internal Auditor relevant (PIA) professional certificate is compulsory. A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driver's license. Computer literate. Able to work under pressure and difficult deadlines.

**DUTIES** : Monitor the core functioning of internal audit activity. Provide strategic direction and leadership. Support the accounting officer in maintaining effective and efficient controls in achieving the objectives of the department. Evaluate and contribute to the improvement of the departments governance, risk management and internal control systems. Manage the collection of information for audits and compilation of internal reports tot the accounting officer and audit committee. Report on the performance of internal audit activities and results of internal audit engagements. Manage the monitoring of the policy and legislative framework to ensure cognisance is taken on new developments. Manage the development and maintenance of internal audit methodologies, policies and procedures. Provide advise and guidance to the internal and external role players on the requirements and implementation of internal audit methodologies, policies and procedures. Develop, implement, monitor and review the effectiveness of the quality assurance improvement programme. Manage support to the audit committee. Monitor and report on the implementation of interventions identified as outcomes of audits. Monitor the development of strategic internal audit plans. Manage the identification of the key risk areas for the institution emanating from the current operations as set out in the strategic plan and risk management strategy. Develop a three (3) year rolling and one (1) year operational risk based internal audit plans. Monitor the effective management of identified and potential risks to ensure the attainment of the units objectives. Conduct risk assessment to identify potential threats to non-attainment of the units objectives. Design controls to manage the identified and potential risks. Manage and report progress on the implementation of risk mitigation strategies employed. Manage the allocated resources of the Directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient

communication. Manage assets of the directorate. Financial management. Monitor the planning and reporting of the directorate programs. Monitor the development and the implementation of the directorate standard operating procedures. Attend to internal audit and AGs RFI and Audit Outcomes and findings.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/108** : **DIRECTOR: LEGAL ADVISORY SERVICES REF NO: DHS07/09/2023**  
Purpose: To provide legal administrative support and litigation services.

**SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, an undergraduate qualification (NQF level 7) Degree/BTech in Law as recognised by SAQA with 5 years' experience at a middle/senior management level. Highly diligent, confident candidates with substantial management experience A sound knowledge and functioning of government systems and applicable legislations and regulations. Ability to take initiative. Good communication skills, project management skills, presentation skills, report writing skills, planning, and organising, problem solving and analysis skills. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and stringent deadlines. Assertiveness and confident. Knowledge of Public Service Act and Regulations, Public Finance Management Act, Housing Act 1997, Social Housing Act No 16 of 2008, Minimum information on Security Act, PAJA, PoPI Act, Labour Relations Act. Must possess a valid driver's licence

**DUTIES** : Monitor legal administrative services to the department. Manage legal documents e.g. tender documents, guarantees, contracts, memoranda of understanding and agreements. Manage consultations with legal advisors and experts. Manage research, initiate, and contribute to the development and review of regulatory frameworks and policies. Manage legislation and accompanying memoranda. Manage legally based queries and complaints of service providers and the public. Manage adjudication settlements in the case of persons who have entered into agreements with the Department. Monitor legal advice and initiate litigation on behalf of the department. Manage direction with regards to case merits (e.g. debt recovery, summonses and applications). Manage consultation with and instruct State Attorney. Manage compilation and obtain affidavits, statements and case particulars. Manage consultation policy documents and legal handbooks. Manage consultation with departmental/technical experts. Manage loco inspections. Manage court records and evidential material. Prepare case files. Manage timeframes and filing of case documentation. Monitor legal advisory services to the department. Manage co-ordination between legal matters of the department. Manage legal opinion. Manage advise on merits of cases and appeals. Monitor climate conducive to legal awareness and compliance. Manage institute measures to raise legal awareness within the department. Manage departmental policies and strategies in compliance with applicable national and provincial legislation. Manage legal interpretations in line with national and provincial intent and objectives. Manage report on quasi-judicial and administrative processes and procedures. Manage advice with regards to investigations into irregularities. Manage the allocated resources of the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage assets of the Directorate. Audit plan. Financial management. Monitor the planning and reporting of the directorate programs. Manage and mitigate risk in the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit and AGs, RFI and Audit Outcomes and Findings.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

## OTHER POSTS

**POST 32/109** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: DHS 08/09/2023**

**SALARY** : R811 560 per annum (Level 11), all-inclusive package  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognised by SAQA in Human Resource Management/B. Admin/Industrial Psychology/Public Administration/Public Management or equivalent qualification with five (5) years' experience. 3 years' experience as an Assistant Director. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Knowledge of PERSAL with at least an Introduction to PERSAL Certificate. Must possess a valid driver's license.

**DUTIES** : Manage the implementation of performance management and development system. Facilitate the development and disseminate the annual PMDS implementation plan. Monitor and report on the implementation of the annual PMDS plan. Provide statistical reports on submitted performance agreements, quarterly reviews and annual assessments for SMS Members and salary level 1-12. Facilitate the awarding of performance incentives. Facilitate the signing of performance agreement and semester reviews by the HOD. Monitor the manual and persal PMDS reports. Facilitate the issuing of circulars as reminders for submission of PMDS documents. Manage non-compliance regarding submission of performance management documents. Facilitate the submission of EPMDS reports. Manage the validity, effectiveness and efficiency of the performance management system. Develop procedure manual for the implementation of the departmental EPMDS policy for salary levels 1-12. Develop the standard operating procedure for the EMPDS. Conduct the validation process of SMS members performance agreements. Communicate determinations and directives on the implementation of the EPMDS policy. Develop the departmental EPMDS policy. Conduct capacity building workshops. Manage the establishment and operations of the EPMDS committees. Facilitate the establishment of the EPMDS moderation committees. Facilitate the validation of the submitted PMDS assessments. Facilitate the establishment of the EPMDS moderation committees. Facilitate the validation of the schedule for Branch and Departmental Moderation Committee sitting. Provide technical support during moderation committee proceedings. Facilitate the preparation of memorandums and excel spreadsheets for the awarding of performance incentives. Facilitate the preparation and the issuing of the outcomes of the moderation process. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/110** : **DEPUTY DIRECTOR: NETWORKS IT INFRASTRUCTURE MANAGEMENT REF NO: DHS09/09/2023**

**SALARY** : R811 560 per annum (Level 11), all-inclusive package  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognised by SAQA in Computer Science/Information Technology Management/Computer Engineering//Information Technology or equivalent qualification with five (5) years' experience. 3 years working experience as an Assistant Director. Knowledge of minimum information on security act, government wide enterprise architecture framework, corporate governance of ICT Policy

**DUTIES**

Framework, protection of personal information act. Must possess a valid driver's license.

- : Manage the installation, configuration, maintenance of servers, networks, and cloud infrastructure. Facilitate the configuration of desktops and servers. Facilitate consultations with service providers for LAN, Cloud and server support. Facilitate the desktop support, instructions, and training. Manage and monitor server performance. Facilitate the continuous and installation of windows update. Facilitate the creation of user accounts and mailboxes. Facilitate and maintain uptime of LAN link. Manage and maintain ICT infrastructure, ICT risks and ICT security. Facilitate the implementation, management and maintenance of IT continuity plans and ICT Security infrastructure. Manage the storage and backups of Departmental Data and Information. Maintain availability of user data. Facilitate the implementation and management of antivirus, anti-malware and patch management solution. Develop and facilitate the implementation of IT security policies on the safe keeping and storage of data. Conduct IT security reviews and IT risk assessments. Manage and maintain ICT services and ICT assets. Facilitate the management and resolution of user's problems. Facilitate the management and maintenance of ICT service charter. Facilitate the management and installation of network devices. Facilitate the management and maintenance of user rights and user access reviews. Facilitate the implementation and management of ICT service desk system. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the plan. Manage the employee conditions of service and allocation of resources of the sub-directorate. Maintain sound employment relations. Establish and maintain effective and efficient communication. Conduct monthly operational meetings with the team.

**ENQUIRIES**

- : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/111**

- : **DEPUTY DIRECTOR: INSTITUTIONAL PERFORMANCE ASSESSMENT AND PROGRAMME EVALUATION REF NO: DHS10/09/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

- : R811 560 per annum (Level 11), all-inclusive package
- : Head Office (East London)
- : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in B. Admin/Public Administration/Social Science/Public Management or equivalent qualification with 5 years' experience. 3 years' experience as an Assistant Director. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Must possess a valid drivers' license.

**DUTIES**

- : Manage the co-ordination of compliance performance reports. Manage compliance to submission dates as per the M&E Policy Framework. Quality assures quarterly reports. Compile quality quarterly reports and facilitate adherence to the submissions. Compile half-year reports for all programme and facilitate adherence to the submissions. Consolidate annual reports for the department. Manage consultation and submission of all operational, performance information human resource information and annual financial statements for the completion of the annual report. Manage submission of the completed report to AG provincial. Provide guidance on systems descriptions and process flows review. Manage programme performance audits. Develop template for programme performance audit. Provide guidance on the audit. Manage the process of programme performance audit. Quality assures reports on findings. Manage evaluation of departmental programs. Communicate moderate results to the top management. Implement a tracking tool to monitor progress on action plan. Manage project level monitoring to assess project performance. Provide guidance on planning and execution of project level monitoring. Conduct site visits (regional representative, site briefing, site visit, plenary). Quality assurance the reports and circulate to the districts. Manage the resources of the sub-directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the

		assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and main effective and efficient communication. Conduct weekly operational meetings with the team.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
<b><u>POST 32/112</u></b>	:	<b><u>PROFESSIONAL CONSTRUCTION PROJECT MANAGERS GRADE A, B AND C (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R795 147 per annum, (OSD) Sarah Baartman (Ref No: DHS11/09/2023) (Gqeberha) OR Tambo Region (Ref No: DHS12/09/2023) (Umthatha)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate/National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience/ BTech (Built Environment field) with four years certified managerial experience/Honours degree in any Built Environment field with a minimum of 3 years' experience or equivalent qualification. (Human settlements experience will be an added advantage. Solid proven experience in project planning and project management. Compulsory registration with the South African Council for Project and Construction Management professionals (SACPMP) as a Professional Construction Project Manager on appointment. (Provide valid registration certificate. 3 years working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. Human Settlements will be an added advantage. Must possess a valid driver's license and must be willing to travel.
<b><u>DUTIES</u></b>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope and, effectively apply methodology and enforce project standards to minimise risk on projects. Project accounting and financial management. Report project progress to Chief Construction Project Manager and manage project budget and resources. Office administration. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library and utilise resources allocated effectively. Research and development. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies; and liaise with relevant bodies/councils on project management.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
<b><u>POST 32/113</u></b>	:	<b><u>CONTROL WORKS INSPECTOR REF NO: DHS13/09/20203</u></b>
<b><u>SALARY CENTRE</u></b>	:	R527 298 per annum (Level 10) Nelson Mandela Bay Metro (Gqeberha)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in the Built environment, Civil Engineering/Building and Construction or equivalent qualification with 3 years' experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements will be an added advantage. Must possess a valid driver's license.
<b><u>DUTIES</u></b>	:	Facilitate, co-ordinate and control the implementation of new works, repairs, renovations, and maintenance. Allocate tasks and projects in relation to the maintenance of existing and new works. Monitor the progress and expenditure on current maintenance and minor new works projects. Attend monthly project

progress meetings with relevant stakeholders. Update works control system. Provide reports, estimates, and recommend. Monitor expenditure and payments. Verify accuracy of tender documents, specifications, and bills of quantities. Promote and assist SMME's, BBBEE and PPPs. Promote the initiatives of the Extended Public Works Programme (EPWP). Facilitate the compilation of the relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants. Provide advice and guidance to contractors and consultants in respect of compliance to legislations, regulations, and procedures. Put systems and procedures in place to ensure contractors and consultants adhere to legislation, regulations, and procedures. Verify invoices and certify progress of payments. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Administer contracts. Facilitate and resolve problems emanating from projects and develop progress reports on projects.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/114** : **ASSISTANT DIRECTOR: HOUSING ASSET MANAGEMENT REF NO: DHS14/09/2023**

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in B.Admin/Public Administration/Real Estate (Property Practice)/Public Management or equivalent qualification with 3 years supervisory experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's license.

**DUTIES** : Provide effective and efficient management of government immovable assets. Facilitate management of immovable assets. Check and update the asset register and movement that happened thereof. Facilitate the utilisation of immovable assets. Verify immovable assets received from DPWI and former housing board properties. Follow up with conveyancers until the transfer of the mother erven has taken place. Facilitate the maintenance of housing properties. Facilitate efficient and effective transfer of the housing stock. Check, verify registers for different housing stock to be transferred. Request the list of beneficiaries from the municipalities for transfers. Provide support to all municipalities with pre 1994 properties. Request conveyancers' reports. Prepare status quo report. Visit projects and provide reports. Management of resources. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/115** : **ASSISTANT DIRECTOR: INFORMAL SETTLEMENTS UPGRADING REF NO: DHS15/09/2023**

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) as recognised by SAQA in B.Admin/Public Administration/Social Science/Development Studies/Public Management or equivalent qualification with 3 years' supervisory experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public

**DUTIES**

service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's license.

: Facilitation integrated sustainable human settlements through the upgrading of informal settlements. Source updated informal settlements list from municipalities. Facilitate the feasibility studies of assessment, categorisation, and plan of prioritised informal settlements. Facilitate engagement of service providers with the respective council and communities. Facilitate the completion of upgraded plans. Facilitate the procurement processes for the upgrading of informal settlements. Facilitate the implementation of the upgrading informal settlements projects. Facilitate the implementation process of upgrading projects from the municipalities. Facilitate the prioritization of projects for implementation through project packaging. Facilitating the project and funding approval for upgrading informal settlements. Facilitate the completion of projects in the upgrading of informal settlements. Establish partnerships with sector departments and ensure the upgrading of informal settlements. Collaborate with all upgrading project stakeholders in ensuring projects are efficiently implemented. Facilitate project claim payments. Facilitate all necessary phase(s) are closed out in the process for upgrading success. Coordinate and facilitate the implementation of social-economic amenities. Facilitate the feasibility studies and the needs analysis assessment. Source project funding for social and economic facilities. Establish partnerships with sector departments and other users to ensure project success. Facilitate procurement and the contracting process. Collaborate with district offices in ensuring project implementation processes are conducted. Facilitate project claim payments. Facilitate close-out process, handover and utilization. Manage the allocated resources of the directorate. Manage the performance of employees. Facilitate coaching, mentorship, training, and development of employees. Develop and manage implementation of the unit plan. Manage the assets of the unit. Manage the employee conditions of service. Maintain sound employment relations. Manage assets of the unit. Establish and maintain effective and efficient communication. Conduct weekly operational meetings with the team. Support strategic leadership and risk management through directorate including IGR.

**ENQUIRIES**

: Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/116**

: **ASSISTANT DIRECTOR: CAPACITY BUILDING AND MUNICIPALITY SUPPORT REF NO: DHS16/09/2023**

**SALARY CENTRE**

: R527 298 per annum (Level 10)  
: Head Office (East London)

**REQUIREMENTS**

: National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF level 7) as recognised by SAQA in Social Science/Developmental Studies/Human Settlements/Public Administration/B. Admin/Public Management or equivalent qualification with 3 years supervisory experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid driver's license.

**DUTIES**

: Conduct capacity assessment of municipalities. Prioritise identified municipalities for assessment and facilitate the assessment process. Organise meetings with the identified municipalities. Conduct walkthrough and or desktop assessment of the municipalities. Collate data and compile the assessment report. Facilitate feedback session for the assessed municipalities. Organise meetings with the assessed municipalities for feedback. Present to the municipality's outcomes of the assessment. Monitor performance of the accredited municipalities. Establish communication lines and working relations with officials at municipalities. Request reports from the from the two accredited municipalities to assess performance. Design and implement practical and acceptable monitoring instruments. Provide support towards accreditation of municipalities. Assess the current capacity of municipalities against the required capacity. Identify gaps and provide interventions. Provide financial support with the development of the business plan.

Work in collaboration with National for the final assessment done by an Independent Capacity Compliance Assessment Panel. Issue a compliance certificate. Draft submission soliciting MEC approval for those found competent. Establish the capacity status of the municipalities. Analyse assessment reports. Consolidate municipal project information. Identify problem areas and deficiencies. Implement support mechanisms. Co-ordinate establishment of National Housing Needs Register in municipalities. Coordinate support to municipalities with NHNR. Monitor performance of municipalities on NHNR and provide support where needed. Monitoring Hands-on support programme. Monitoring Unemployed Graduates Program.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/117** : **ASSISTANT DIRECTOR: BAS SYSTEM CONTROLLER REF NO: DHS17/09/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Financial Management/Internal Auditing/Cost and Accounting Management or equivalent qualification with 3 years supervisory level. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management, performance management.

**DUTIES** : Develop and maintain user accounts. user ID's and grant access to the system, reset and maintain passwords, issue functions to users, verify user accounts, monitor user activities, and record appropriate actions executed. Maintain the basic accounting system (BAS) for utilisation. Maintain transaction processing rules in the system. Maintain item function rules. Maintain departmental parameters. Link printers to users. Facilitation of third-party interface. Monitor and facilitate clearance of exceptions. Facilitate clearing of interface exceptions. Monitor the clearance of suspense accounts. Establish and maintain communication between BAS and relevant source system. Monitor segregation of duties. Identify and create user workgroups. Allocate users to relevant workflows as per their responsibilities. Maintain departmental chart of accounts. Facilitate the communication between departmental users and national treasury. Investigate all system related issues experienced within the department. Log calls to the logic call centre regarding unsolved issues and follow up on these. Identify training needs and ensure that effective training of users is provided by National Treasury. Attend BAS user forums and represent departmental users in these forums. Communicate new BAS releases to users. People management. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/118** : **ASSISTANT DIRECTOR: SALARY CONTROLLER REF NO: DHS18/09/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Financial Management/Internal Auditing/Cost and Accounting Management or equivalent qualification with 3 years supervisory level in the field. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management, performance management.

**DUTIES** : Monitor the optimal use of the PERSAL system by all salary users. Provide user support to salary and finance system users. Distribute PERSAL salary notices/circulars and emphasize issues that require attention. Compile and

maintain departmental PERSAL salary manuals, policies and procedures. Liaise between departmental system users and provincial treasury. Liaise with national treasury on PERSAL salary related queries. Report on the correctness of information on the system. Manage control and audit measures on PERSAL. Liaise with ICT for 100% up time PERSAL system. Facilitate the implementation of instructions issued by National Treasury (PMFA). Evaluate and recommend/reject requested changes to the PERSAL system from salary users (SSC). Analysis and identify any control weakness. Provide PERSAL salary management information reports to salaries and finance. Supply PERSAL reports on specific information to be utilised by management and other users for decision making. Draw salary reports from PERSAL. Draw, analyse and distribute PERSAL salary exception reports. Draw audit control reports from PERSAL. Report on cleaning of exception reports and RACF findings. Facilitate accurate allocation codes on PERSAL for interface with BAS. Maintain up to date establishment on PERSAL. Liaise with BAS Systems Controller regarding all salary related allocations. Monitor linkage of Compensation of Employees allocation codes to the Organisational Structure on PERSAL. Coordinate PERSAL user account management. Maintain security profiles of users. Verify users and communication to Provincial Treasury on user amendments. Review function allocation and user access. Facilitate that security profiles are in sync with segregation of duties. Issue compliance certificates. Review and action RACF reports. Provide documentation to provincial treasury for the creation and maintenance of users (for all centralised departments). Submit and facilitate the accuracy of documentation to provincial treasury to open and close PERSAL salary related codes. Terminate all dormant salary users who have not accessed the system for a period of 90 days and after receiving written confirmation from the section concerned. Facilitate that the documentation is up to date for all profile registrations and changes for salary users. Facilitate the resetting of salary users. Facilitate the training of salary user group. Identify the training needs. Provide person to person training. Facilitate the formal and informal PERSAL training. Train and develop salary users. Report the training conducted for users and submit to HRD.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/119** : **ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: DHS19/09/2023**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Head Office (East London)  
: National Senior Certificate, National Diploma (NQF Level 6) / B. Degree (NQF Level 7) as recognised by SAQA in Law or equivalent qualification with 3 years supervisory level experience. Knowledge of applicable legislation and prescripts, government programme of action, information management and policies and procedures. Must possess a valid driver's license.

**DUTIES** : Administer contracts and service legal agreements. Verify documentation for completeness and correctness. Collect information needed for the compilation and administration of the contract. Align contract with the specifications and terms of reference. Compile a draft agreement and facilitate the signing of the contract after amendments. Manage and update the contract register. Manage and monitor contractual obligations. Receive performance report from project management. Attend monitoring meetings in the districts. Analyse information and identify risks. Take appropriate action on identified risks. Issue terminations/notice of breach where appropriate. Facilitate disputes around contracts and service level agreements. Gather all relevant information, analyse and draw conclusions. Attend dispute meetings and provide written legal/contractual opinions. Amend existing contracts and service level agreements in accordance with approved variation orders or resolutions. Submit all relevant documentation and recommendation for legal action in the event of not reaching an agreement. Provide evidence in court as and when required. Supervision of staff. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training,

		and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
<b><u>POST 32/120</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT DEVELOPMENT SYSTEM REF NO: DHS20/09/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Head Office (East London) National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/B. Admin/Industrial Psychology/Public Administration/Public Management or equivalent qualification with 3 years supervisory level experience. Knowledge of PERSAL with at least an Introduction to PERSAL Certificate. Must possess a valid driver's license.
<b><u>DUTIES</u></b>	:	Facilitate the establishment for the appointment of branch moderation committees and the assessment appeal panel. Prepare schedule for the branch and departmental moderation committee sitting. Serve as a scribe in the departmental moderation committee and the assessment appeals panel meetings. Attend to Chief Directorate and Directorate moderation sessions at Head Office. Prepare memorandum and excel spreadsheets for the awarding of performance incentives. Prepare letters for the outcome of the moderation process. Monitor compliance with the EPMDS policy. Develop PMDS implementation plan. Conduct capacity building sessions. Validate performance contracts and EPMDS files. Prepare circulars reminding employees about the submission of performance contracts, reviews and final assessments. Identify employees who did not submit performance contracts. Provide administrative support in the section. Attend to written and non-written EPDMS related queries. Attend to general administrative duties. Prepare and submit PMDS status reports on signing assessments. Monitor the capturing of PMDS documents on Persal. Monitor the filing of PMDS documents. Management of resources. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
<b><u>POST 32/121</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHS21/09/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum (Level 09) Head Office (East London) National Senior Certificate, National Diploma (NQF level 6 / B. Degree (NQF Level 7) as recognised by SAQA in Human Resource Management/B.Admin/Industrial Psychology/Public Administration/Public Management/Labour Law or equivalent qualification with 3 years supervisory level experience. Knowledge of Labour Relations Act, public finance management act, public service act, monitoring and evaluation, government programme of action, public service regularity framework, information management and performance management. PSCBC and GPSSBC Resolutions. Introduction to PERSAL Certificate will be an added advantage. Must possess a valid driver's license.
<b><u>DUTIES</u></b>	:	Facilitate and monitor the resolution of grievances. Prepare quarterly, bi-annual and annual reports. Facilitate the implementation of disciplinary procedures. Monitor the appeal process. Represent the department in conciliation and arbitration and monitor the implementation of awards. Represent the department in reconciliation and arbitration. Monitor the implementation of arbitration awards and conciliation agreements. Promote harmonious labour relations. Monitor implementation of collective agreements. Monitor the strike action. Supervision of staff. Establish and maintain effective and efficient communication.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743

For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/122** : **SENIOR STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: 22/09/2023**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Financial Management/Internal Auditing/Cost and Accounting Management or equivalent qualification with 2 years' experience. Knowledge of public service act, public service regulations, public finance management act, national treasury circulars, treasury regulations, provincial treasury circulars. Ability to work in a team. Be able to work under pressure, tight deadlines, assertive and confident.

**DUTIES** : Clearing of the PMG exception account. Monitor and clear bank exception account. Monitor bank statement filing. Liaise with banks for queries. Monitor bank balance. Clearing of inter-departmental claims. Record and reconcile inter-departmental debts into books. Compile and send out inter-departmental claims and follow up on payment and receipt thereof. Liaise with other government departments. Dispatch claims. Pay claims in prescribed time. Compilation and capturing of journals. Prepare the journal to clear the bank adjustment account on BAS input form. Capture the verified journal on BAS and submit the journal for approval on BAS. Monitor that the journals are filed in sequential order according to journal number. Reconciliation of accounts. Prepare monthly accounts reconciliation in line with treasury regulations. Submit for inclusion in National Treasury Instruction No. 03 of 2022/2023 before due date. Clear account to achieve zero balance required by Treasury. File of National Treasury Instruction No. 03 of 2022/2023. Record keeping and filing. File journals passed during the month. Verify journal before it is filed. File reconciliation statements in accordance with monthly closure.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/123** : **SENIOR STATE ACCOUNTANT: REBATES OFFICE REF NO: 23/09/2023**  
Purpose: To render effective and efficient rebates services.

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Finance, Financial Management, Auditing, Accounting/Cost and Management Accounting/Taxation or equivalent qualification with 2 years' experience. Knowledge of public service act, public finance management act, public service regulations, income tax act, treasury regulations. Ability to work in a team. Be able to work under pressure, tight deadline, assertive and confident.

**DUTIES** : Monitor tax administration, analyse and verify tax calculations. Verify the accumulation of IRP5. Create IRP5's for manual payments. Complete and file monthly EMP 201 before the 7th of each month. Prepare and submit annual and bi-annual tax reconciliation. Attend to tax queries. Monitor, clear and reconcile all salary rebates related suspense accounts in compliance with PFMA and Treasury Regulations. Ensure submission of suspense accounts reconciliations to Financial Control section. Prepare BAS and PERSAL reconciliation and timeously submit to Financial Control for inclusion in Provincial Treasury Regulation 1 of 2018/19. Monitor PERSAL deductions and distribution functions. Facilitate the implementation of different institutions deductions in the system. Monitor payroll distribution functions. File and store salary rebates documents. Supervision of staff. Manage the performance of employees.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/124** : **SENIOR STATE ACCOUNTANT: INTERNAL AND SYSTEMS CONTROL REF NO: DHS24/09/2023**

**SALARY** : R359 517 per annum (Level 08)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (East London)
	:	National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in Finance/Auditing/Accounting/Cost and Management Accounting or equivalent qualification with 2 years' experience. Knowledge of public service act, public finance management act, public service regulations. Preferential procurement policy framework act, treasury regulations. Be able to work under pressure, tight deadlines, assertive and confident.
<b><u>DUTIES</u></b>	:	Verify supply chain management (SCM) related transactions. Check compliance with applicable SCM prescripts. Check the correctness and completeness of source documents. Check compliance of authorizations with delegation framework, conditions and budget availability before issuing of orders. Identify discrepancies in submitted documents and check alignment with policies and procedures. Observe the bid closing process. Report on incidents of non-compliance and irregularities. Control the document movement, incoming and outgoing. Verify and analyse the submitted payments claims. Monitor compliance with the delegation framework and conditions. Verify correctness and completeness of conditional grant, general payments and salary related claims. Confirm the availability of the allocated budget before a claim is authorised for capturing on PERSAL and BAS. Identify discrepancies and facilitate corrective actions. Provide necessary guidance on applicable limits as per the departmental S&T policy. Provide support during the assessment or irregular, fruitless and wasteful expenditure. Identify and register irregular, fruitless and wasteful expenditure. Run BAS and HSS reports required for assessment or investigation or irregular expenditure. Verify submitted fruitless and wasteful expenditure monthly before reporting. Safeguard face value documents. Keep face value documents in strong room. Issue face value document on request by users. Monitor closure of face value documents during financial year end. Supervision of staff. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
<b><u>POST 32/125</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: HOUSING PROPERTY MANAGEMENT REF NO: DHS25/09/2023</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo Region (Kokstad)
	:	National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in Public Administration/BAdmin/Human Settlements/Public Management or equivalent qualification with 2 years' experience. Knowledge of monitoring and evaluation, government policies and prescripts, government programme of action, public service regularity framework, information management and performance management. Human Settlements experience will be an added advantage. Must possess a valid drivers' license.
<b><u>DUTIES</u></b>	:	Facilitate the management of government immovable assets. Verify immovable assets received from the department of Public Works. Monitor the utilisation of immovable assets. Open and update immovable asset register. Make follow-up with the conveyancers until the transfer of the mother erven has taken place. Facilitate the transfer of pre-1994 housing stock. Develop and verify registers for different pre-1994 housing stock to be transferred. Request the list of beneficiaries from the municipality for transfers. Arrange meetings with the municipality for beneficiary administration and the handing over of the title deeds. Prepare status quo report. Provide administrative support duties. File documents. Liaise with the departmental appointed conveyancer on instructions and claims from the municipality. Submit minutes of the monthly meetings held to the Head Office.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/126** : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS26/09/2023**  
Support to the Office of the Head of Department

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Office Management and Technology/Management Assistant/Administrative Management/Public Management or equivalent qualification with 1 to 2 years' experience. Knowledge of government policies and planning systems, public service regularity framework, presidency policies and procedures and performance management. Must possess a valid drivers' license.

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

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/127** : **STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: 27/09/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6) / B. Degree (NQF level 7) in Financial Management/Auditing/Cost and Management Accounting or equivalent qualification with 1 to 2 years' experience. Knowledge of standards for the accounting practice and ethics, general recognised accounting principles, PFMA and accompanying Treasury Regulatory Framework and knowledge of Batho Pele principles. Able to work in a team.

**DUTIES** : Process and transfer payments of departmental liabilities. Confirm services with end users and compile the invoice for payment. Perform creditors reconciliation. Check for misallocations and compliance with PFMA. Capture payments/invoices to BAS/LOGIS. Attend to suppliers and audit queries. Send payment stubs to suppliers after every disbursement. Update the monitoring tool. Records management. File payment vouchers in a lockable storeroom. Maintain the register for outgoing payment vouchers. Capacitate and monitor institutions on the payment process. Update the invoice register and send to end users. Maintain proper communication lines between the department and suppliers. Constantly remind end users about outstanding invoices. File payment stubs. Monitor commitments.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/128** : **CHIEF REGISTRY CLERK: ADMINISTRATIVE SUPPORT SERVICES REF NO: 28/09/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Head Office (East London)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (NQF level 6) / B.Degree (NQF level 7) in Archives and Records Management/Library and Information Science or equivalent qualification with 1 to 2 years' working experience. Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Must possess a valid driver's license.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Attend to clients. Handle all courier related enquiries. Facilitate the sorting and dispatching of mail. Handle telephonic and other enquiries received. Receive and register hand delivered mail and files. Distribute notices on registry issues. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Facilitate the opening and closing of files according to the record classification system. Facilitate the filing/storage, tracing (electronically/manually) and retrieving of documents and files. Facilitate the completion of index cards for all files. Facilitate the operation of the office machines. Facilitate the opening and maintenance of the franking machine register. Facilitate the franking of post, recording of money and the updating of register on daily basis. Conduct spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letter franked. Process documents for archiving and disposal. Electronically scan files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep record of the archived documents. Keep record daily of number of letters franked. Supervision of staff. Manage the performance of employees. Manage employee conditions of service. Facilitate coaching, mentorship, training and development of employees. Maintain sound labour relations. Establish and maintain effective and efficient communication. Facilitate the use of courier services and the payment of the courier invoices. Ensure the development and implementation of work plans for all subordinates. Ensure that records are safe and files in a proper and correct manner using the departmental file plan. Ensure maximum protection of files against, fire, heat, water and insects.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
<b><u>POST 32/129</u></b>	:	<b><u>ADMINISTRATIVE CLERK: HOUSING SUBSIDY SYSTEMS REF NO: DHS29/09/2023</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office (East London)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF level 4 with no experience. Knowledge of housing code and procedures, public service regularity framework and information management. Human Settlements experience will be an added advantage.
<b><u>DUTIES</u></b>	:	Provide quality assurance on submitted project claims. Receive certified claims from project management section. Check availability of supporting documents on claims received. Check the availability of project budget and duration of contract on HSS. Administer the processing of claims on housing subsidy system (HSS). Draw status report on HSS to check data quality on sites claimed. Capture claims on housing subsidy system. Records management of project files. Receive fully signed contracts from contracts management. Update index page on project file. File of all contracts received on project file. Retrieve project files required for audit purposes. Administer the processing of non-financial data on HSS. Receive project implementation plan (PIP) spreadsheet from project management. Capture the correct non-financial data on HSS. Inform supervisor about errors on PIP.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**POST 32/130** : **CLEANER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS30/09/2023**

**SALARY** : R125 373 per annum (Level 02)  
**CENTRE** : Sarah Baartman Region (Gqeberha)  
**REQUIREMENTS** : Grade 7 with no experience. Good communication skills and working in a team.  
**DUTIES** : Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the ablution facilities by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**INTERNSHIP PROGRAMME FOR 2023/2024-2024/25  
(24 Months)**

**OTHER POSTS**

**POST 32/131** : **CONTRACTS MANAGEMENT INTERNSHIP PROGRAM REF NO: DHS2023/01 (X2 POSTS)**  
Directorate: Contracts Management

**STIPEND** : R7 043.25 per month  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : Degree (NQF level 7) in Law / LLB / B-Laws.  
**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/132** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAM REF NO: DHS2023/02 (X1 POST)**  
Directorate: Supply Chain Management

**STIPEND** : R7 043.25 per month  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Logistics/Supply Chain Management/Public Administration/Management  
**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/133** : **EXECUTIVE SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: DHS2023/03 (X1 POST)**  
Directorate: Support to the Office of the Head of Department

**STIPEND** : R7 043.25 per month  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Finance / B.Com Economics and Finance.  
**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743

**APPLICATIONS** : For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za  
 : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of  
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/134** : **WELLNESS REF NO: DHS2023/04 (X1 POST)**  
 Directorate: Human Resource Management

**STIPEND** : R7 043.25 per month  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Social Work/Social  
 Science/Psychology.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel  
 No: (043) 711 9743  
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of  
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/135** : **DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO:  
 DHS2023/05 (X2 POSTS)**

**STIPEND** : R7 043.25 per month  
**CENTRE** : Amathole Region (East London)  
**REQUIREMENTS** : National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Building / Civil  
 Engineering / Construction Project Management.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel  
 No: (043) 711 9743  
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of  
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/136** : **DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO:  
 DHS2023/06 (X1 POST)**

**STIPEND** : R7 043.25 per month  
**CENTRE** : Buffalo City Metro Region (East London)  
**REQUIREMENTS** : National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Building / Civil  
 Engineering/Construction Project Management.

**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel  
 No: (043) 711 9743  
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of  
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/137** : **SOCIAL FACILITATION AND CUSTOMER CARE REF NO: DHS2023/07 (X2  
 POSTS)**

**STIPEND** : R7 043.25 per month  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : Bachelor of Human Settlements (NQF Level 7)  
**ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel  
 No: (043) 711 9743  
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of  
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

**POST 32/138** : **LAND ACQUISITION AND TENURE SERVICES REF NO: DHS2023/08 (X1  
 POST)**

**STIPEND** : R7 043.25 per month  
**CENTRE** : Head Office (East London)  
**REQUIREMENTS** : Bachelor of Human Settlements (NQF Level 7)

- ENQUIRIES** : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
- APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst
- POST 32/139** : **GICTM-SYSTEMS AND SOFTWARE DEVELOPMENT REF NO: DHS2023/0 (X1 POST)**
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R7 043.25 per month  
: Head Office (East London)  
: Bachelor of Science: Computer Science / IT Software Development (NQF Level 7)  
: Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743  
: For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
- APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

#### **PROVINCIAL TREASURY**

- APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [Thelisiwa.nkonyile@ectreasury.gov.za](mailto:Thelisiwa.nkonyile@ectreasury.gov.za)/ OR [babalwa.bavuma@ectreasury.gov.za](mailto:babalwa.bavuma@ectreasury.gov.za) (NB: For Technical Glitches only – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.
- CLOSING DATE NOTE** : 22 September 2023  
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are

also requested to apply and indicate such in their applications). targets of the department will be adhered to.

#### OTHER POSTS

<b><u>POST 32/140</u></b>	:	<b><u>DEPUTY DIRECTOR: NORMS AND STANDARDS REF NO: PT 01/09/2023</u></b> Purpose: To manage the implementation of Financial and Associated Governance Norms and Standards within Provincial Departments.
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head office: Bhishe
<b><u>REQUIREMENTS</u></b>	:	A Three-Year Degree (NQF level 7) in Financial Accounting/ Financial Management / Auditing coupled with Minimum of 5 years' relevant experience of which 3 years should be at an Assistant Director level. Skills and Competencies: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law. Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Risk Management, Public Sector Accounting and Budget. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing Others and Diversity Management, Impact and Influence.
<b><u>DUTIES</u></b>	:	Provide Support and Build Capacity to Enhance PMFA Compliance: Support provincial departments through the implementation of Norms and Standards. Develop and facilitate the implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. Promote Financial Management Accountability: coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. Develop and Roll Out Provincial Financial Management Prescripts: Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<b><u>POST 32/141</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ASSET MANAGEMENT REF NO: PT 02/09/2023</u></b> Purpose: To Manage and support the implementation of legislations and best practices that ensure sound management of provincial assets (debtors) and liabilities (creditor payments) portfolio
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head office: Bhishe
<b><u>REQUIREMENTS</u></b>	:	A Three-year Degree (NQF level 7 as recognised by SAQA) in Commerce / Financial Management / Management Accounting coupled with Minimum 5 years'

**DUTIES**

experience in Financial Accounting of which 3 years must have been at an Assistant Director Level. Skills and Competencies: Cash-Flow Management. Financial Risk Management. Investment Management. Application of PFMA. PERSAL. BAS. Financial Accounting. Policy Analysis. Computer Literate. Analytical Thinking. Communication Skills.

: Ensure Monitoring of Compliance with Payment within 30 Days in terms of the PFMA and National Treasury Regulations by all Provincial Departments: Monitor provincial departments payment cycle to ensure suppliers are paid within 30 days in compliance with National Treasury Regulations 8.2.3. Prepare comparative analysis report and graphical representation of data thereof. Present, communicate and engage provincial departments on outcomes thereof. Engagement with National Treasury on outstanding payments especially for exempted micro enterprises (EMEs) and qualifying small enterprises (QSEs). Respond to all queries received from supplier complaints, as well as to the ad hoc questions from the Legislature with regards to creditor payments. Facilitate and conduct quarterly finance forums for provincial departments to create awareness on best practices in dealing with payment cycle, accruals, and payables. Further ensure the accurate reporting of Annexure B in terms of National Treasury Instruction Note 34. Ensure effective communication and stakeholder management on settlement of accruals and payables. Design template on accruals and payables plan and circulate to departments for completion and monthly submission to Provincial Treasury. Prepare and maintain a schedule of Audited accruals and payables for each provincial department. Prepare quarterly feedback letters to provincial departments. Monitor the performance of creditor reconciliations for major accounts of provincial departments. Provide monthly reports to management. Ensure adequate capacity building in provincial departments. Engage with relevant stakeholders on debtors' management. Manage Area of Responsibility: Sound Administration of a Unit. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574  
For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**POST 32/142**

: **ASSISTANT DIRECTOR: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 03/09/2023**

Purpose: To render transparent and effective management of movable & immovable assets.

**SALARY CENTRE REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Head Office: Bhisho  
: A three-year Degree (NQF level 7 as recognised by SAQA) in Financial Accounting / Financial Management / Public Management coupled with Minimum of 3 years' experience in Asset environment at an officer (Level 7 or higher). Skills and Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of FMA. Project Appraisals. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management. Knowledge Management. Project Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning, Programme management. Financial management skills. Audit Skills.

**DUTIES**

: Render and Implement Movable and Immovable Asset Management Policy, Norms and Standards: Coordinate the assessments on the extent to which asset

management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Facilitate and coordinate the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Provide Support in Provincial Departments with Asset Management Capacity Building: Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Prepare all the necessary documentation for workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Render Support and Implement Risk, Finance and Supply-Chain Management Protocols and Prescripts in the Area of Responsibility; Identify and manage risks in area of responsibility. Manage the Unit's procurement planning and ensure specifications are developed timeously in compliance with Supply Chain Management prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Provide inputs on financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).

**POST 32/143** : **SENIOR PROCUREMENT OFFICER: ACQUISITION MANAGEMENT REF NO: PT 04/09/2023**

Purpose: To provide clerical and administrative support to the provisioning administrative services of the department.

**SALARY CENTRE REQUIREMENTS**

: R359 517 per annum (Level 08)  
 : Head office: Bhisho  
 : A Three-Year Degree (NQF level 7) or National Diploma (NQF Level 6 as recognised by SAQA) in Commerce / Supply Chain Management / Procurement / Logistics or any other related qualification coupled by minimum of 2 years' experience in SCM / Logistics / Procurement environment in public sector. Skills and Competencies: Knowledge and application of the following prescripts: Public Finance Management Act, Supply Chain Management Policies and Practices, Risk Management Policies and Practices, Financial Accounting, Budget preparation, Good understanding of acquisition and demand management process, Knowledge on office procedure and Bid administration.

**DUTIES**

: Supervise The Bidding Process: Assist in providing secretariat support services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval) Compile bid documents, Publish tender invitations, Receiving and open bid documents Render Acquisition Clerical Services: Render Secretariat Services For The Quotation Committee Meeting, Facilitate request for quotations Perform authorization functions of requisitions on LOGIS systems, Manage administration of Acquisitions. Undertake Acquisition Support Services: Check, place and verify orders for submission to payments section. Submit copies to Payment Section for processing of payment. Print & attach PA's to batches. Provide secretariat or logistical support during the bid consideration and contracts conclusions. Supervise Human Resources / Staff: Allocate and ensure quality of work for staff members. Personnel development and assess staff performance.

**ENQUIRIES**

: Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574

<b><u>NOTE</u></b>	:	For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs). This post is earmarked for a person with disability
<b><u>POST 32/144</u></b>	:	<b><u>INTERNAL AUDITOR REF NO: PT 02/09/2023</u></b> Purpose: To render Internal Audit Services for the Department.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07) Head office: Bhisho A Three-year Degree (NQF level 7) or National Diploma (NQF Level 6) (as recognised SAQA) in Internal Auditing or Accounting, coupled with a minimum of two years experience in an internal audit environment. The following will be an added advantage: IAT, PIA, CIA and PCIA; prior experience in Provincial and National Government Departments and Entities and Experience in IT Auditing. Skills and Competencies: Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit Framework and policies. Manage daily employee performance and ensure timely performance assessments of all subordinates; ensure management, maintenance and safekeeping of assets.
<b><u>DUTIES</u></b>	:	Facilitate the execution of comprehensive audit plan. Execute audits in accordance with the audit programmes. Report progress on audit programmes. Document areas for improvement. Obtain management comment on the draft findings and submit working papers on time to the supervisor. Communicate all issues with the supervisor and client continuously.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Bavuma at 083 734 9641/ Ms B Ndayi at 060 573 5574 For technical glitches send an email to: Theliswa.nkonyile@ectreasury.gov.za / OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	:	This post is earmarked for a person with disability

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

<b><u>APPLICATIONS</u></b>	:	<p><b>Provincial Office:</b> Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. Z Njeza or Post to the Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.</p> <p><b>Alfred Nzo:</b> The District Director, Department of Social Development, Private Bag X401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counselling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900</p> <p><b>Amathole:</b> The District Director, Department of Social Development, Private Bag X9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626</p> <p><b>Buffalo City Metro:</b> The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675</p> <p><b>Chris Hani:</b> The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana Tel No: (045) 808 3709</p> <p><b>Joe Gqabi:</b> The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North. Enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616 OR Ms P Tsuputse Tel No: (051) 633-1609.</p> <p><b>Nelson Mandela Metro:</b> The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road. Enquiries may be directed to Ms L. Thompson 041 406-5750</p> <p><b>Sarah Baartman:</b> The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner</p>
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African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo Tel No: 046 636-1484

**OR Tambo:** Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa Tel No: (047) 531 2504

The e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-Recruitment System Closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) (NB: FOR Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) and not as specified – your application will be regarded as lost and will not be considered.

**CLOSING DATE**  
**NOTE**

: 22 September 2023  
: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

**OTHER POSTS**

**POST 32/145**

: **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 001/09/2023**

**SALARY**  
**CENTRE**

: R878 778 per annum, (OSD)  
: Amathole: District Office

**REQUIREMENTS**

: National Senior Certificate, B Degree in Social Work plus a minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP (latest copy of registration/current year). A code 8 valid South African drivers' license is a prerequisite. Competencies: Expert knowledge of the Children's Act, 2005 with specific reference to Chapter 13, Prevention of and Treatment for

		Substance Abuse Act, 2008, Child Justice Act, 2008 and Restorative Justice Process. An understanding of Child and Youth Care Systems including expert knowledge of the Minimum Standards of Child and Youth Care. Inherent enthusiasm for work with children in conflict with the law. Experience in working with children in trouble with the law in a secure care environment. Strategic planning skills. Sound knowledge of the Labour Relations Act of 1995 as well as the grievance procedure. Financial management skills. Stakeholder relations skills. Project management skills. Leadership and good interpersonal relations skills. Policy analysis. Computer literacy. Good communication and writing skills. Facilitation, monitoring and evaluation skills.
<b><u>DUTIES</u></b>	:	Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Ensuring that there are good employee relations within the institution. Ensuring that all professionals within the centre are registered with the SACSSP. Develop and strengthen relationships with the NPO sector and other. Government Departments and agencies within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyse policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel
<b><u>ENQUIRIES</u></b>	:	Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 32/146</u></b>	:	<b><u>SOCIAL WORK POLICY MANAGER: CHILD CARE &amp; PROTECTION REF NO: DSD 002/09/2023</u></b>
<b><u>SALARY</u></b>	:	R878 778 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Expert knowledge of the: Social Service Profession's Act 110 of 1978, White Paper for Social Welfare 1997, Quality Assurance Framework for Social Welfare Services, Social Welfare Services Framework 2013, Supervision Framework with its Revised Generic Intervention process tools and a good understanding of Guidelines for the Management of workload of Social Service Practitioners (SSPs). Knowledge of Legislations of all Core Programmes of the Department such as Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Problem solving and analysis: Must be able identify, define and solve problems by analysing situations and applying critical thinking. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds. Communication: Must be able to write formal documentations (i.e., reports) and communicate verbally through the selection of relevant delivery mechanisms. Teamwork and collaboration: Must be able manage and build cohesive work teams, work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies. Financial management: Must be able to plan the work- unit's budget required to achieve unit objectives. Developing others: Must be able to develop, coach and foster long term learning of

others. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner. Networking and building bonds: Must be able to build and maintain a network of professional relations. Planning and organizing: Must be able to plan and organize the work of the work unit and groups. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Be Computer literate.

**DUTIES**

: Strengthen developmental social welfare service delivery through legislative and policy reforms. Manage the development, review and monitor the implementation of policies, strategies, guidelines and legislation for regulation of Social Service Practitioners. Capacity Building and monitoring the implementation of the framework for social welfare in line with the White Paper for Social Welfare (1997). Develop, review, capacity building and monitoring the implementation of the Quality Assurance Framework for social welfare services (2012). Capacity Building and monitoring the implementation of the Social Service Professions Act no. 110 of 1978. Conduct capacity building and monitoring the implementation of the framework for social welfare services. 126 Monitor the implementation of Supervision for social welfare service as well as guidelines for workload management. Establish and strengthen collaborations for Social Welfare Services. Establish an effective and efficient institutional framework for regulation of Social Service Practitioners. Develop and implement programmes for professional support services. Develop and monitor the implementation of induction policy and induction programme for Social Service Practitioners in line with the Social Service Professions Act no. 110 of 1978. Manage and empower Social Service Practitioners employed by the Department in line with the Public Service Act and in adherence to Code of Conduct and Course of Ethics. Conduct developmental quality assurance assessments to NGOs funded by the Department of Social Development. Ensure alignment of plans and budgets. Formulate and Analyse policies and provide guidance to the provision of social work service of the highest, most advanced and specialized nature within defined area(s) of specialization regarding the relevant legislations and programmes in partnership with stakeholders. Attend and give professional guidance to any other matters that could result in, or stem from, social instability in any form. Coordinate and Facilitate access to accredited training with continuous personnel development (CPD) points acquired by Social Service Practitioners. Coordinate and facilitate the establishment of various national and provincial fora to engage Social Work Supervisors. Manage database, provision of reports on recruitment and retention of social service practitioners. Evaluate the impact of the programmes, submit project plan, budget proposals and make recommendations for programmes. Provide professional guidance for provision of Child Care and Protection Services in line with the Children’s Act 38 of 2005 as amended

**ENQUIRIES**

: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/147**

: **DEPUTY DIRECTOR: INTEGRATED PLANNING & REPORTING REF NO: DSD 003/09/2023**

**SALARY CENTRE REQUIREMENTS**

: R811 560 per annum (Level 11)  
: Provincial Office (Bhisho)  
: National Senior Certificate plus B Degree (NQF level 6/ 7) in Public Administration/Social Science/ Development Studies/ Monitoring and Evaluation/ relevant equivalent qualification. A Post graduate qualification will be an added advantage. A minimum of 5 years’ experience in the relevant field of which 3 years must be at an Assistant Director level preferable in the strategic planning, policy and M& E environment. Competencies: Experience in strategic planning environment specifically in development of Strategic Plans, Annual Performance Plans and Annual Operational Plans. The individual should be familiar with government planning cycles and methodologies as well as reporting obligations and formats. Demonstrable knowledge and experience in organisational performance planning, monitoring and reporting and evaluation is required. Client

		orientation and customer focus, Good project management, report writing, facilitation skills, analytical skills, presentation and communication skills (written and verbal), Conflict management, Planning and organizing. Problem solving, Computer Literacy (Microsoft Word, Excel, PowerPoint) and a valid driver's license. Sound Financial and budgeting management.
<b><u>DUTIES</u></b>	:	Facilitate, manage and coordinate the strategic planning processes in the Department. Develop a multi-year departmental planning programme that is aligned with DSD constitutional mandate and government priorities. Coordinate departmental inputs into government planning processes including the MTSF, P-MTSF, Provincial Programme of Action and Sector Planning. Facilitate the development of the departmental strategic plan, and annual performance plans, Annual operational plans and service delivery improvement plans in the Provincial, District and Local Service offices. Ensure validation and approval of performance planning documents by respective delegated authorities. Ensure effective and inclusive processes for planning including integration of plans within the local government sphere. Keep abreast of relevant national and international trends in planning, monitoring and evaluation. Provide expert advice and guidance to management and staff on planning matters. Develop a systematic and standard approach, frameworks, Standard Operating Procedures, Business process, Manuals for performance planning in the Department. Convene strategic planning sessions for the Department. Quality assure the inputs to ensure alignment between outcomes, outputs, output indicators, impact indicator and targets. Participate in Provincial Planning Forums and Integrated Planning Engagements. Ensure operational efficiency and service delivery within the sub-unit. Report on the performance of the sub-unit against the operational plan to the Director. Effectively manage the performance of the sub-unit against agreed service level agreements, business requirements and targets. Manage effective implementation of process and systems enhancement initiatives within the sub-unit. Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management. Team Leaders.
<b><u>ENQUIRIES</u></b>	:	Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 32/148</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R432 348 per annum, (OSD) (Ref No: DSD 04/09/2023) Amathole: Seymore LSO (Ref No: DSD 05/09/2023) BCM: John X Merrimen (Ref No: DSD 06/09/2023); OR Tambo: Flagstaff LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver's license. Competencies: Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).
<b><u>DUTIES</u></b>	:	Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community

		service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<b><u>ENQUIRIES</u></b>	:	<b>Amathole:</b> enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 <b>BCM:</b> enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675 <b>OR Tambo:</b> enquiries may be directed Mrs Z Dlanjwa Tel No: (047) 531 2504 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 32/149</u></b>	:	<b><u>ASSISTANT DIRECTOR: FRAUD AND ANTI CORRUPTION REF NO: DSD 005/09/2023</u></b>
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Fraud or Forensic or Criminal Investigation or relevant equivalent qualification. A minimum of 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of Public Service Act, Professional Standard of the Association of Certified Fraud Examiners, Criminal Law, Criminal; procedure and law of evidence, knowledge of prevention and combating of corrupt activities Act and Protector Disclosure Act, Promotion of Access to Information Act and Minimum Information Security Standards. Understanding risk management practices, PFMA and Treasury Regulations. Ability to work long hours, lot of travelling, gather and analyses information, develop and apply policies, work individually, work under extreme pressure, ability to work with difficult individual and resolve conflict. Affiliation with the relevant bodies (ACFESA or The Ethics Institute of SA) will be an added advantage. Having Certified Fraud Examiner certificate/ Certified Ethics Officer or studying towards, will be an added advantage.
<b><u>DUTIES</u></b>	:	Conduct investigations of fraud or corruption and maintain adequate fraud investigation register. Conduct fraud risk assessments in the department and monitor it. Conduct fraud awareness and ethics awareness in the department. Manager and supervise subordinates. Assist in the development of APP, Budget and Operational plans of the Directorate. Develop Fraud strategy and Fraud Prevention Plan. Coordinate and facilitate sitting of fraud oversight structures. Liaise with relevant stakeholder on investigations.
<b><u>ENQUIRIES</u></b>	:	Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 32/150</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPU REF NO: DSD 006/09/2023</u></b>
<b><u>SALARY</u></b>	:	R424 104 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Provincial Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science, Development Studies, Public management, or relevant equivalent qualification. Gender mainstreaming Certificate will be an added advantage. A minimum of 3-5 years of experience at a supervisory level (SL7/8). A valid driver's license is a prerequisite. Competencies: Must have experience in working with all designated groups (Women, Persons with disabilities, Youth and Elderly). Must be Computer literate. Good organizing, facilitation, excellent verbal and written communication skills. Knowledge and understanding of relevant prescript and legislations relevant to the designated groups.
<b><u>DUTIES</u></b>	:	Provide input on development of policy and guidelines. Identification of policy gaps in relation to designated groups and interventions thereof. Monitor implementation of mainstreaming Policies and Guidelines on Gender and Youth. Research to inform departmental policies and programmes on Gender related matters. Ensure Lobbying and networking for designated groups. Establish and Strengthen relations with chapter 9 institutions. Coordinate, analyse and provide reports on performance of all programmes on SPU targets. Invite and analyse reports on performance of the programmes in relation to designated groups. Responsible for establishment and monitoring of regional performance structure. Ensure departmental compliance with statutory requirements on designated groups for external bodies. Provide and facilitate capacity building programmes to departmental women and men. Identification of employment gaps and recommends intervention on gender

**ENQUIRIES**

equality. Co-ordinate the celebration of institutionalised days. Compile and submit monthly and quarterly reports.  
: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/151**

**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DSD 007/09/2023**

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

: R424 104 per annum (Level 09)  
: Provincial Office (Bhisho)  
: National Senior Certificate plus B Degree/ N Diploma (NQF level 6/7) in Internal Auditing / Accounting/Commerce. A minimum of 3-5 years' relevant work experience in Auditing environment and must be at a supervisory Level (level 7/8). IAT/PIA/CIA designation would be an added advantage. Skills and Competencies: Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirement. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem solving skills. Analytical Thinker. Communication (verbal & written). Competencies: Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Audit. Extensive knowledge of internal auditing and risk management. Extensive knowledge of Public Finance Management Act and Treasury regulations. Skills required: supervision, organisational and planning, coordination and communication skills (written and spoken), report writing, conflict management and resolution, programme and project management, good interpersonal relations and decision-making, organisational and management accounting skill. Personal attributes: innovative and proactive, ability to work under extreme pressure and long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, ability to interpret information and reports.

**DUTIES**

: Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Develop proposals to determine the scope of allocated internal audits. Collect analyse and interpret data for purposes of the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards change and policy frameworks continuously. Engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise employees to ensure an effective internal audit service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provide inputs for the enhancement of the audit methodologies and technologies.

**ENQUIRIES**

: Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101

**POST 32/152** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: DSD 008/09/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Office (King Williams Town)  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF level 6/7) in Human Resource Management/Public Administration/Public or Business Management. A minimum of 3- 5 years' relevant experience and must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. A valid driver's license is a prerequisite. Competencies: Communication skills; Management skills; People skills; Conflict resolution skills; Reporting skills; Negotiation skills; Planning and organising skills; Project management skills; Presentation and facilitation skills; Problem solving skills; Operational planning; ability to work under pressure and being self-motivated; Ability to work in a diverse team; Ability to adapt to change; Ability to liaise with business partners; and Ability to perform multiple tasks and work overtime where necessary; Knowledge and understanding of Legislative and Policy Framework regulating Conditions of Service, Service Benefits, Leave Administration, PILIR Administration, Employee exits, and understanding of procedures, processes and systems in the implementation of Conditions of Service, Service Benefits, Leave Administration, PILIR Administration, Employee exits.

**DUTIES** : Manage and implement the departmental leave policy and leave directives by DPSA; Manage the capturing of leave on ESS; Manage the reconciliation of leave on SDIMS and PERSAL; Manage the provision of reports on the utilisation of leave; manage the implementation of PILIR process and procedures; Ensure feedback is given to employees on the outcomes of Health Risk Manager; Develop and review the system of administering processes in the area of Conditions of Service and Service Benefits; Oversee document management of processes in the area of Conditions of Service and Service Benefits; Manage the information dissemination on new revised directives and PSCBC Resolutions regulating Conditions of Service and Service Benefits; Manage the preparation and provision of reports in the area of Conditions of Service and Service Benefits; Manage the preparation and provision of responses to audit queries related to Service Benefits and Conditions of Service; Manage the preparation and provision of responses to legislature questions related to Service Benefits, Conditions of Service; Manage the leave reconciliation on quarterly basis (leave in general); Develop and monitor the system of Employee Exit (Terminations) within the Department; Monitor the implementation of effective system of receiving, recoding and processing of Employee Exit; Prepare Employee Exit reports; Monitor the communication of revised national resolutions and directives regulating the interpretation and implementation of Employee Exit; Prepare and provide responses to questions and audit queries on the administration of Employee Exit; Manage Operational Plan of the Unit; Manage performance and assessments for staff; Manage absenteeism and conduct of staff; Manage development of staff; Provide units quarterly reports; Manage the induction of staff.

**ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/153** : **ASSISTANT DIRECTOR: HRM REF NO: DSD 009/09/2023**

**SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Chris Hani: District Office  
**REQUIREMENTS** : National Senior Certificate plus a B. Degree/ National Diploma in Human Resource Management/ Public Management/ relevant equivalent qualification. A minimum of 3-5 years of experience and must be at a supervisory level (salary level 7/8) in the relevant field. A valid driver's license is a prerequisite. Knowledge of PERSAL will have a distinct advantage. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge

- of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government Sector. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.
- DUTIES** : Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.
- ENQUIRIES** : may be directed to Ms Mzinjana Tel No: (045) 808 3709  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/154** : **ASSISTANT DIRECTOR: HR STRATEGIES AND PLANNING REF NO: DSD 010/09/2023**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Office (Bhisho)  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF 6/7) in Human Resource Management/Public Administration/Public or Business Management / relevant equivalent qualification. A minimum of 3-5 years' relevant experience and must be at supervisory level (salary level 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities. Must have valid driver's license. Knowledge of Education Sector will be added advantage.
- DUTIES** : Administer human resource planning services: Conduct the development of human resource plans. Develop and generate reports on the implementation of the HR Plan. Generate reports on the implementation of the departmental Employment Equity. Administer the Post Provisioning Norms processes: Coordinate the annual PPN declaration. Generate reports on the implementation thereof. Liaise with the relevant stakeholders on PPN processes. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/155** : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: DSD 011/09/2023**
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Provincial Office (King Williams Town)

- REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF 6/7) in Fleet/ Transport Management/ Fleet/Transport Economics and Logistics Management /Public Management/Public Administration/relevant equivalent qualification. A minimum of 3-5 years relevant experience and must be at supervisory level (Level 7/8). A valid driver's license is a prerequisite. Competencies: Good coordination, planning, communication (return and spoken), interpersonal relations, conflict management and resolution, report writing and organisational skills, ability to work long hours and render assistance to subordinates and to clients voluntarily, gathering and analysing of information, drafting of reports, interpret and apply policies, work independently and in a team.
- DUTIES** : Coordination and management of government fleet, updating and maintaining of asset register for government vehicles, development of departmental circulars for government vehicles, Reporting of accident/ incident of government vehicles, conduct physical verification of Government Fleet as well as Trainings on usage of vehicles throughout the province, compile and submit monthly report on usage of government fleet, tracing of traffic fines.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/156** : **ASSISTANT DIRECTOR: EPWP: SOCIAL SECTOR COORDINATION REF NO: DSD 012/09/2023**  
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)  
: Provincial Office (King Williams Town)  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Sciences/Public Administration/Public Administration/ Public Management/Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication and presentation skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.
- DUTIES** : Liaise with public bodies to increase their investments in poverty alleviation and skills development programmes through Social Sector EPWP initiatives. Assist public bodies to ensure Social Sector EPWP initiatives and projects are mainstreamed in their departmental programmes thus ensuring that public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral EPWP plans. Establish sectoral committees and ensure they are properly constituted and functional. Collect and collate reports from sectoral committees and facilitate reporting in the National Reporting Website/Database. Contribute towards the realisation of EPWP targets by identified public bodies. Conduct capacity building to public bodies to promote understanding and compliance with reporting tools and systems.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/157** : **SOCIAL WORKER GRADE 1 (X5 POSTS)**
- SALARY CENTRE** : R294 411 per annum, (OSD)  
: (Ref No: DSD 18/09/2023) Amathole: Butterworth LSO  
: (Ref No: DSD 14/09/2023) BCM: KWT LSO  
: (Ref No: DSD 15/09/2023) Joe Gqabi: Lady Grey LSO  
: (Ref No: DSD 16/09/2023) OR Tambo: Lusikisiki LSO  
: (Ref No: DSD 17/09/2023) Sarah Baartman: Pearston LSO
- REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker must be submitted on the interview day. A valid driver's license is a prerequisite, however, successful candidates who are not in the possession of

driver's license will be required to submit the proof within six (6) months from the date of assumption of duty. Competencies: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing. Teamwork and collaboration: Must be able to work effectively within teams including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, amicably with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long term learning of others.

**DUTIES** : Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.

**ENQUIRIES** : **Amathole:** enquiries may be directed to Ms Z. Habe Tel No: (043) 7116626  
**BCM:** enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675  
**Joe Gqabi:** enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616  
**Sarah Baartman:** enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484  
**OR Tambo:** enquiries may be directed to Mrs Z Dlanjwa Tel No: (047) 531 2504  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

**POST 32/158** : **SENIOR DATA CAPTURER: EPWP REF NO: DSD 013/09/2023**  
(12 Months Contract)

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office (King Williams Town)  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Social Science/Public Administration/Management/ Information Management Systems/ relevant equivalent qualification. A minimum of 2-3 years relevant experience in Expanded Public Works Programme). A valid drivers' license is a prerequisite. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in excel spreadsheet backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organizational skills. Sound personal values in terms of honesty, integrity and confidentiality. Be Computer Literate.

**DUTIES** : Provide technical support in the collection of reports from all Departmental Programmes and Districts. Contribute towards the realisation of the EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from

- Programmes and Districts. Assist with the preparation of inputs to meet the Departmental reporting mandate. Conduct data quality assurance.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/159** : **ADMIN OFFICER: FACILITIES REF NO: DSD 018/09/2023 (X2 POSTS)**  
Re-Advertisement
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office (King Williams Town)  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Accounting /Financial Management/ BCom/ relevant equivalent qualification. 2-3 years finance experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.
- DUTIES** : Monthly procurement for Capital Infrastructure, Office Leases, Office Utilities, Telephone Services, Electricity and Municipal Services. Monthly reconciliations to statement and maintaining monthly payments register for each transaction. Maintaining monthly commitment registers for capital infrastructure projects and office leases. Maintaining monthly work in progress capital infrastructure register. Maintain records/documents/correspondence for each Capital Infrastructure Project/s and Office Lease/s. Drafting of memos and letters. Assist in preparing notes to the AFS. Assist in preparation for audits by Internal Auditors/AGSA. Provide records/documents/correspondence for S42 of transfer of capital infrastructure projects to Department of Public Works and Infrastructure.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/160** : **ADMIN OFFICER: FLEET MANAGEMENT REF NO: DSD 020/09/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Provincial Office (King Williams Town)  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Fleet Management /Transport Management/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of relevant Transport Policies and Prescripts. Skills required; Supervisory, analytical, good; management; computer literacy; communication written and verbal; good interpersonal, planning and organising skills. Ability to work long hours and independently. Ability to work under pressure. Ability to gather and analyse information. Valid and unendorsed driver's license. Willingness to work extended hours. B computer literate.
- DUTIES** : Payment of contractual obligations. Must able to trace traffic fines. Ensuring that all service providers relating to Fleet accounts are settled in good time. Lease with GFMS with reconciliation of departmental accounts/payments.
- ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
- POST 32/161** : **ADMIN OFFICER: NPO (COMPLIANCE) REF NO: DSD 021/09/2023**
- SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Sarah Baartman: Graaf-Reinet LSO  
**REQUIREMENTS** : National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative

<b><u>DUTIES</u></b>	:	framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.
	:	Supervise and render general clerical support services. Supervise and provide NPO clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Capturing data on the system.
<b><u>ENQUIRIES</u></b>	:	Sarah Baartman enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 32/162</u></b>	:	<b><u>ADMIN OFFICER/PERSONAL ASSISTANT: WOMEN DEVELOPMENT REF NO: DSD 022/09/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07) Provincial Office (Bhisho)
	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer literate.
<b><u>DUTIES</u></b>	:	Manage and oversee logistics within the office of the Director, manage the workflow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Director and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Director for such meetings. Contribute to the promotion of compliance in the Directorate. Provide administration support to the Director with regards to the management of the Directorate activities. Organise and attend certain Directorate meetings as assigned by the Responsible Manager. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the Directorate. Ensure effective document management and correspondence flow within the Office of Director. Consolidate all sub directorate's reports to produce a monthly, quarterly, half yearly and annual Director report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information of the Office of the Director. Administer office correspondence, documents and reports. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant of the Director. Manage budget in the Director's office. Coordinate and manage projects in the office of the Director.
<b><u>ENQUIRIES</u></b>	:	Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 32/163</u></b>	:	<b><u>ADMIN OFFICER REF NO: DSD 023/09/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R294 321 per annum (Level 07) OR Tambo: Qumbu Area Office
	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ relevant equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.
<b><u>DUTIES</u></b>	:	Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise

and provide financial administration support services in the component. Capturing data on the system.

**ENQUIRIES** : OR Tambo enquiries may be directed Mrs Z Dlanjwa Tel No: (047) 531 2504  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/164** : **HR PRACTITIONER: LABOUR RELATIONS REF NO: DSD 024/09/2023**

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : BCM: District Office (East London)  
**REQUIREMENTS** : National Senior Certificate plus B Degree/N Diploma (NQF 6/7) in Human Resource Management/ Industrial Relations /relevant equivalent qualification with at least 2- 3 years' experience relevant experience in Employee Relations and Wellness. Competencies: Knowledge of the Labour Relations Act, Basic Condition of employment Act, Public Service Act and Regulation, code of good conduct, disciplinary code, grievance procedures, conflict resolution, computer literacy reconciliation, mediation and arbitrations procedures. Communication and interpersonal relations. Good report writing and communication skills (written and verbal). Computer Literacy in MS Office, Excel and Power Point Presentation.

**DUTIES** : Act as a designated person for the District, compile statistics and reports, and conduct all related functions. Co-ordinate and collate grievances, handle internal discipline disciplinary cases, handle of misconduct and writing of reports. Processing and implement the outcomes of disciplinary hearing, assist the District Office with any other instructed duties.

**ENQUIRIES** : BCM enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/165** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 025/09/2023**

**SALARY** : R251 283 per annum, (OSD)  
**CENTRE** : BCM: EL LSO  
**REQUIREMENTS** : National Senior Certificate plus an appropriate three-year tertiary qualification. Competencies: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures Planning and organizing: Must be able to plan and organize own work effectively. Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations. Computer literacy: Must demonstrate basic computer literacy Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team Understanding principles: Must understand the principles applied in community work.

**DUTIES** : Provide necessary knowledge of human behaviour and social systems. Understanding of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment. Should be able to provide basic counselling services and empower communities. Should be able to conduct research relating to community development work. Facilitate, identify, plan, and implement various community development programs/interventions. Manage community development projects. Should be able to have inter-relations within community structures and dynamics of the community. Liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Understanding of policies and legislation related to community development.

**ENQUIRIES** : BCM enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/166** : **ACCOUNTING CLERK REF NO: DSD 026/09/2023**

**SALARY** : R202 233 per annum (Level 05)

**CENTRE REQUIREMENTS** : BCM: District Office  
: National Senior Certificate / relevant equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations.

**DUTIES** : Render Financial Accounting transactions. Perform Salary Administration support services. Perform Bookkeeping support services. Render a budget support service.

**ENQUIRIES** : BCM enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/167** : **PERSONNEL OFFICER REF NO: DSD 027/09/2023**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: OR Tambo: KSD Area Office  
: National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Good understanding of Public Service rules policies and regulations. Knowledge of PFMA, EPMDs, PSA and treasury Regulations. Knowledge of general administration in the Public Service. Knowledge of Public sector policies. Excellent communication skills and analytical ability.

**DUTIES** : Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.

**ENQUIRIES** : OR Tambo enquiries may be directed Mrs Z Dlanjwa Tel No: (047) 531 2504  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/168** : **ADMIN CLERK: EXPENDITURE MANAGEMENT**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Provincial Office (King Williams Town)  
: National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Good communication and interpersonal skills. Knowledge of Batho Pele Principles. Knowledge of BAS and PERSAL systems.

**DUTIES** : Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.

**ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**POST 32/169** : **HR REGISTRY CLERK REF NO: DSD 029/09/2023**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Provincial Office (King Williams Town)  
: National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Good communication and interpersonal skills. Knowledge of provincial Archives Act. Knowledge of Batho Pele Principle. Practical knowledge of disposal records.

**DUTIES** : Provide registry services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record. Classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to registry function. Open and Maintain Franking Register. Frank post, record money, and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in post bags for messengers to deliver to Post Office. Open and maintain admittance register. Record all valuable articles as prescribed in the remittance register. Hand deliver and sign remittances to Finance. Send wrong remittances back to sender via registered post and record reference

number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

**POST 32/170** : **ADMIN CLERKS: RECRUITMENT AND SELECTION REF NO: DSD 030/09/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Provincial Office (King Williams Town)  
**REQUIREMENTS** : National Senior Certificate/ relevant equivalent qualification. Computer literacy. No experience required. Competencies: Basic knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of storage and retrieval procedures in terms of the working environment.

**DUTIES** : Responsible for all day to day recruitment administrative activities as directed. Capturing of master list. Preparing of shortlisting and interview packages. Booking of shortlisting and interviews venues. Ensuring the availability of all Panels and relevant stakeholders needed in the recruitment processes. Assist in verification of Personnel Suitability Checks. Assist in consolidation of recruitment and selection reports from various Districts. Assist the HR supervisors to ensure the smooth running of the office.

**ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

**POST 32/171** : **SOCIAL AUXILIARY WORKER GRADE 1 (X2 POSTS)**

**SALARY** : R174 702 per annum, (OSD)  
**CENTRE** : (Ref No: DSD 31/09/2023) Chris Hani: Ezibeleni LSO  
(Ref No: DSD 30/09/2023) Sarah Baartman: Hankey LSO  
**REQUIREMENTS** : Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year). Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to social workers. Empathy: Must be able to respect and build positive relationships with the social workers. Trustworthiness: Must be able to build a positive relationship of trust with the social workers. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in social work.

**DUTIES** : Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context. Understanding social auxiliary work: Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the SA context. Social work profession: Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social issues.

**ENQUIRIES** : Chris Hani: enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709  
Sarah Baartman: enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsc.gov.za

**POST 32/172** : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER REF NO: DSD 031/09/2023**

**SALARY** : R166 869 per annum, (OSD)  
**CENTRE** : BCM: Mdantsane2 LSO  
**REQUIREMENTS** : National Senior Certificate. Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to community. Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in community work.

**DUTIES** : Social engagement: Must have knowledge of community development environment, attitudes, and values for the engagement in the social development of communities. Understanding community dynamics: Must understand the social dynamics of communities. Understanding community development programs: Must be able to assist with the facilitation and implementation of various social development programs/ interventions.

**ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**GRADUATE INTERN IN THE FOLLOWING FIELD FOR OF 2023/24-2024/25  
(24 MONTHS)**

**OTHER POST**

**POST 32/173** : **HUMAN RESOURCE DEVELOPMENT (HRD) INTERN REF NO: DSD 032/09/2023 (X1 POST)**

**STIPEND** : R84 519,75 per annum  
**CENTRE** : KWT  
**REQUIREMENTS** : National Senior Certificate Plus National Diploma /Bachelor Degree in Human Resource Management, BComm (Human Resource Management) and B Social Science (Human Resource Management).

**ENQUIRIES** : Provincial Office Enquiries may be directed to Ms Z Njeza Tel No: (043) 605 5110/5101  
e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

**PROVINCIAL ADMINISTRATION: GAUTENG  
DEPARTMENT OF HEALTH**

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

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 31 dated 01<sup>st</sup> September 2023, The Medical Officer Grade 1-3 (X1 Post) with Ref No: 31/102 under **Tara, the H. Moross Centre** has been withdrawn.

**OTHER POSTS**

- POST 32/174** : **HEAD CLINICAL UNIT (DENTAL) GRADE 1/2/3 COMMUNITY DENTISTRY REF NO: HCUCDENT01/23 (X1 POST)**  
Directorate: Community Dentistry
- SALARY CENTRE REQUIREMENTS** : R1 887 363 per annum, (inclusive package), excluding Commuted Overtime  
: Wits Oral Health Centre  
: Registration with the HPCSA as Community Dentistry Dental Specialist in a normal specialty or a recognized Sub-Specialty. A minimum of 3 years' appropriate experience as a Dental Specialist after registration with the HPCSA as a Community Dentistry Specialist. Proven record of teaching at under and postgraduate levels. A track record of supervision or co-supervision of postgraduate research projects. Good standing in the profession and experience in management and supervision of junior staff members.
- DUTIES** : The incumbent will be responsible, inter alia, for the general supervision and administration of the Community Dentistry Department. To manage and direct the activities of the department including monitoring of service rendered to hospital patients in this discipline, undergraduate and postgraduate teaching and training, supervision of research projects and academic outreach. Report to the HOD: Community Dentistry.
- ENQUIRIES APPLICATIONS** : Dr Y Malele-Kolisa Tel No: (011) 717 2594  
: New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017. Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or email to [Pulankana.monama@gauteng.gov.za](mailto:Pulankana.monama@gauteng.gov.za) No faxed applications will be accepted.
- NOTE** : This post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate 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** : 22 September 2023
- POST 32/175** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 693 (X5 POSTS)**  
Directorate: Radiology
- SALARY CENTRE** : R1 214 805 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)

- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty and current registration. Interventional Radiology skills will be an advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof. V Mngomezulu Tel No: (011) 933 8393/ 0193
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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** : 22 September 2023

<b><u>POST 32/176</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 694 (X1 POST)</u></b> Directorate: Surgery (Vascular)
<b><u>SALARY</u></b>	:	R1 214 805 per annum, (all-inclusive package)
<b><u>CENTRE</u></b>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification that allow registration with HPCSA as Medical Specialist in Surgery. Current FCS (SA) specialist registration with the HPCSA. Exposure in working in Vascular or Currently enrol as a Vascular fellow will be added advantage. Competence/Knowledge/Skills Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with anaesthetic teams, emergency unit nursing team, ward nursing team. Surgical skillset to manage emergency and elective vascular surgery patients. Current HPCSA registration. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined, and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours. Ability to work in a multidisciplinary team. Knowledge of legislation, policies and procedure pertaining to healthcare users.
<b><u>DUTIES</u></b>	:	Supervising the management of and managing patients with vascular diseases, performing, and supervising appropriate vascular surgical operations. Coordinating logistics and obtaining equipment and pharmaceuticals. Supervision and training of interns, medical officers, registrars, and fellows. Undergraduate teaching ward rounds and tutorials. Managing referrals from cluster hospitals. Administrative duties within the Vascular Department. Ability to initiate and conduct research. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Health. Maintain quality assurance standards and other Departmental policies. Attend meetings and training as approved by HOU. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Prof Smith / Dr Arain Tel No: (011) 933 9267/8804
<b><u>APPLICATIONS</u></b>	:	Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
<b><u>NOTE</u></b>	:	Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at <a href="http://www.dpsa.gov.za/documents">www.dpsa.gov.za/documents</a> . 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, 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** : 22 September 2023
- POST 32/177** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 695 (X1 POST)**  
Directorate: Paediatric Surgery
- SALARY** : R1 214 805 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration. No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medicolegal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing of reports. Assist the Clinical Head with Administration responsibilities. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)
- ENQUIRIES** : Dr KM Mustafa Tel No: (011) 933 9145
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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** : 22 September 2023
- POST 32/178** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 696 (X1 POST)**  
Directorate: Obstetrics and Gynaecology
- SALARY** : R1 214 805 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as Medical Specialist in a normal specialty and current registration (2023\2024). No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Rotate through related departments at various hospitals served in their specific outreach programs. Preparing and writing reports. Assist the Clinical Head with Administration responsibilities.
- ENQUIRIES** : Prof Y. Adam Tel No: (011) 933 8156
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), both pages must be initialed and sign the last page. 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, 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**

: 22 September 2023

**POST 32/179**

: **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 697 (X1 POST)**  
Directorate: Intensive Care Unit (Paediatrics)

**SALARY CENTRE**

: R1 214 805 per annum, (all-inclusive package)  
: Chris Hani Baragwanath Academic Hospital (CHBAH)

**REQUIREMENTS**

: Appropriate qualifications that allow registration with HPCSA as Medical Specialist in Paediatrics. Registration of FCPaeds (SA) or University MMed in Paediatrics with HPCSA. Current registration for 2023/2024. Completion of Registrar time in Paediatrics when commencing job. To undergo Paediatric Critical Care training as a fellow, with the intent to write the Certificate in Paediatric Critical Care and subsequently work as a Paediatric intensivist in the Intensive Care unit. Completion of Colleges of Medicine specialist exam. A resuscitation course APLS (or PALS), ACLS, ATLS recommended. Registration of FCPaeds (SA) or University MMed in Paediatrics when commencing job. Competence/Knowledge/Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with a diverse team. Ability to work in a multi-disciplinary team. Knowledge of legislation, policies and procedure pertaining to health care users. Computer Literacy. Experience in the public sector would be an advantage. Ability to manage a team of junior and senior doctors. Ability to establish excellent working relationships with other departments.

**DUTIES**

: Clinical administrative duties within the Department of Intensive Care. Delivery of clinical services to critically ill paediatric patients. Foster and co-ordinate a multidisciplinary approach to the management of critically ill patients. Assisting with logistics of ordering and obtaining equipment and pharmaceuticals Involvement in hospital committees and liaison with other departments within the hospital. Learning about in the functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. Staff training theoretical and skills performance of junior doctors and allied medical disciplines at Tertiary and referring hospitals. Development and ongoing provision of undergraduate and postgraduate teaching and assessment. Policy development and implementation. Provision of clinical support and outreach programs. To participate, support and promote research relevant to Critical Care Medicine. Ability to initiate and conduct research will be an advantage. Be a role model for students and staff. Participate in all divisional, departmental and faculty meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department. Maintain quality assurance standards and other Departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOU/HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment.

- ENQUIRIES** : Dr Mustafa Tel No: (011) 933 0270
- APPLICATION** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), both pages must be initialed and sign the last page. 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, 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** : 22 September 2023
- POST 32/180** : **MEDICAL SPECIALIST (PEDIATRICS) REF NO: REFS/SEB/23/AUG/03 (X1 POST)**  
Directorate: Clinical
- SALARY** : Grade 1: R1 214 805 per annum
- CENTRE** : Sebokeng Hospital
- REQUIREMENTS** : Appropriate Specialist qualification registrable with the Health Professions Council of South Africa (HPCSA) plus at least 5 (five) years' experience as a specialist. It would be required of the successful candidate to sign a performance agreement. To have knowledge about own special discipline's relevant legislations, regulations and policies, quality assurance and improvement programs, program planning, implementation and evaluation information management Human Resources and financial management. To have leadership, communication, Problem solving and Computer literacy Skills; and be able to function under pressure, be self- confident, objective, ethical and empathic.
- DUTIES** : Represent own discipline as a member of a District Clinical Specialist Team. Responsible for the delivery of quality health care for new-born and children. Promote equitable access to appropriate level of care for all new-born and children within the department. Promote clinical effectiveness in department through supporting outreach programs and development, dissemination or implementation of clinical protocols and standard treatment guidelines aligned with national norms

and standards. Facilitate and participate in the development, training, and mentorship of health professionals in the department. Work with District Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of services. Provide support and guidance ensuring appropriate infrastructure, equipment, resources, and sundries for the provision of quality clinical services. Initiate, support, and participate in clinical audits and quality improvement cycles. Implement effective monitoring and evaluation processes effective use of data and appropriate reporting on outputs and health outcomes. Work integrated with all the other team members in supporting the other streams of PHC reengineering.

**ENQUIRIES** : Dr. Theletsane JD Tel No: (016) 930 3356  
**APPLICATIONS** : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street.

**NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only selected candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

**CLOSING DATE** : 22 September 2023

**POST 32/181** : **DENTAL SPECIALIST GRADE 1/2/3 REF NO: DENTSP02/23 (X1 POST)**  
Directorate: Community Dentistry

**SALARY** : R1 214 805 – R1 605 330 per annum, (inclusive package), excl commuted overtime

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

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

**ENQUIRIES** : Dr Y Malele-Kolisa Tel No: (011) 7172594/3  
**APPLICATIONS** : New Z83 applications must be sent to Wits Oral Health Centre, Private Bag X15 Braamfontein, 2017. Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or email to [Pulankana.monama@gauteng.gov.za](mailto:Pulankana.monama@gauteng.gov.za) No faxed applications will be accepted.

**NOTE** : This post is a joint appointment by the Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link:

<https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as valid of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.

- CLOSING DATE** : 22 September 2023
- POST 32/182** : **DENTAL SPECIALIST GRADE 1/2/3 REF NO: DENTSP03/23 (X2 POSTS)**  
Directorate: Oral Medicine and Periodontology (OMP)
- SALARY** : R1 214 805 – R1 605 330 per annum, (inclusive package), excl commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Dental Specialist in Oral Medicine and Periodontology. Registration with HPCSA as a Dental Specialist within the relevant discipline. Appropriate Clinical experience as Specialist in OMP after registration with Health Professional Council of South Africa. Experience in teaching and training of undergraduate and postgraduate students after qualifying as a specialist will be an added advantage.
- DUTIES** : Implementation, monitoring and evaluation of academic dental services on the Oral Health Teaching platform. Supervisory and administrative role with regards to teaching and training of both undergraduate and postgraduate students. Responsible for quality assurance of teaching/training and clinical governance. Carry out own and supervise research. Participate in any other activity as directed by the Head of Department.
- ENQUIRIES** : Dr NH Wood [neil.wood@wits.ac.za](mailto:neil.wood@wits.ac.za)
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017. Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown or email to [Pulankana.monama@gauteng.gov.za](mailto:Pulankana.monama@gauteng.gov.za)
- 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, Grade 12 Certificate and the highest required qualifications as well as current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.
- CLOSING DATE** : 22 September 2023
- POST 32/183** : **REGISTRAR PROSTHODONTICS REF NO: REGPROS/05/23 (X1 POST)**  
Directorate: Prosthodontics
- SALARY** : R906 540 per annum, (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in the category Independent Practice. A minimum of two (2) years' clinical experience as a Dentist excluding Community Service. Completed primary subjects is a prerequisite for this post. Applicants must have proven interest within the relevant discipline. An MSc degree or equivalent qualification relevant to the speciality will be an added advantage.
- DUTIES** : Incumbents will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in the Prosthodontics discipline. Training will involve treatment of a variety of patients within the relevant discipline,

writing and presenting seminars on academic topics, completing a research project and assisting with teaching and training of undergraduate students plus involvement in the service rendering and administrative duties of the department.

**ENQUIRIES APPLICATIONS** : Prof JL Shackleton [joy.shackleton@wits.ac.za](mailto:joy.shackleton@wits.ac.za)  
: New Z83 applications must be sent to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 or hand delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Hospital Street, Area 254 (Yellow Block) Wits Dental Hospital Reception, Parktown. No faxed applications will be accepted.

**NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.

**CLOSING DATE** : 22 September 2023

**POST 32/184** : **MEDICAL OFFICER (INTERNAL MEDICINE) REF NO: REFS/SEB/23/AUG/02 (X4 POSTS)**  
Directorate: Clinical

**SALARY CENTRE REQUIREMENTS** : Grade 1: R906 540 per annum  
: Sebokeng Hospital  
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner (Basic Medical Degree (MBBCh) or equivalent). FCP Part 1 and ACLS will be an added advantage. No experience required. Post Community Service.

**DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing Medico Legal Documents timeously (e.g., death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to Ideal Hospital (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multi-disciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Ensure that administration and record keeping is done in the department. Willing to do commuted overtime rendering after hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients.

**ENQUIRIES APPLICATIONS** : Dr. Dissanayake A Tel No: (016) 930 3000  
: Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street.

**NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only selected candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you

have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

- CLOSING DATE** : 22 September 2023
- POST 32/185** : **REGISTRAR: ORAL MEDICINE AND PERIODONTOLOGY REF NO: REGOMP06/23 (X1 POST)**  
Directorate: Prosthodontics, Oral Medicine and Periodontology & Oral Pathology
- SALARY** : R906 540 per annum, (inclusive package), exc. commuted overtime  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with HPCSA as Dentist in the category Independent Practice. A minimum of two (2) years' clinical experience as a Dentist excluding Community Service. Completed primary subjects is a prerequisite for the post. Applicants must have proven interest within the relevant discipline. An MSc degree or equivalent qualification relevant to the specialty will be an added advantage.
- DUTIES** : Incumbent will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in the relevant discipline. Training will involve treatment of a variety of patients within the relevant discipline, writing and presenting seminars on academic topics, completing a research project and assisting with teaching and training of undergraduate students plus involvement in the service rendering and administrative duties of the department.
- ENQUIRIES** : Prof NH Wood [neil.wood@wits.ac.za](mailto:neil.wood@wits.ac.za)  
**APPLICATIONS** : New Z83 application forms must be sent to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 22 September 2023
- POST 32/186** : **REGISTRAR: MAXILLOFACIAL AND ORAL SURGERY REF NO: REGMFOS07/23 (X2 POSTS)**  
Directorate: Maxillofacial and Oral Surgery
- SALARY** : R906 540 per annum, (inclusive package), exc. commuted overtime  
**CENTRE** : Wits Oral Health Centre  
**REQUIREMENTS** : Registration with HPCSA as Dentist in the category Independent Practice. A minimum of two (2) years' clinical experience as a Dentist excluding Community Service. Completed primary subjects is a prerequisite for the post. Applicants must have proven interest within the relevant discipline. An MSc degree or equivalent qualification relevant to the specialty will be an added advantage.
- DUTIES** : Incumbent will follow a course of study which on successful completion will entitle the graduate to register with HPCSA as a specialist in the relevant discipline. Training will involve treatment of a variety of patients within the relevant discipline,

writing and presenting seminars on academic topics, completing a research project and assisting with teaching and training of undergraduate students plus involvement in the service rendering and administrative duties of the department.

- ENQUIRIES** : Prof RE Rikhotso [risimati.rikhotso@wits.ac.za](mailto:risimati.rikhotso@wits.ac.za)
- APPLICATIONS** : New Z83 application forms must be sent to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017. Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. No faxed applications will be accepted.
- NOTE** : This training post is a joint appointment for Gauteng Health and Wits University. The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae with names, contact number and e-mail addresses of three recent (3) referees. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 22 September 2023
- POST 32/187** : **DENTIST GRADE 1/2/3 REF NO: DENTPR/04/23 (X1 POST)**  
Directorate: Pediatrics and Restorative Dentistry
- SALARY** : R880 521 – R1 197 150 per annum, (inclusive package), excl. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as Dentist in category independent practice. Minimum of five years' appropriate experience as a Dentist preferably with exposure to undergraduate teaching and training. MSc Dent Degree/equivalent or postgraduate qualification in Health will be an added advantage.
- DUTIES** : Dentist will be responsible for clinical services, teaching, research and trainings, participation in all departmental activities and related administration.
- ENQUIRIES** : Dr MM Mothopi-Peri [Matshedisio.mothopi-peri@wits.ac.za](mailto:Matshedisio.mothopi-peri@wits.ac.za)
- APPLICATIONS** : New Z83 applications must be send to Wits Oral Health Centre, Private Bag X15, Braamfontein, 2017 Direct applications must be delivered to Wits Oral Health Centre, c/o Charlotte Maxeke Johannesburg Academic Hospital, Area 255 Block 2 (Yellow Block), Parktown. 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, Grade 12 Certificate and the highest required qualifications as well as and current proof of HPCSA where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. Applications received after the closing date will not be accepted. Please note that correspondence will only be entered into with short-listed candidates. The employer reserves the right not to fill a position.
- CLOSING DATE** : 22 September 2023
- POST 32/188** : **ASSISTANT MANAGER NURSING SPECIALTY (OPERATING THEATRE NURSING (PN-B4) REF NO: CHBAH 698 (X1 POST)**  
Directorate: Nursing Services (Clinical Support FBU- JD-Allen Theatre)
- SALARY** : R683 838 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital

**REQUIREMENTS**

: Basic R425 qualification (i.e., Diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A post basic qualification in Health Services Management will be an added advantage. Current registration with the South African Nursing Council. A minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least six (6) years of the period referred to above must be appropriate/recognizable experience in a clinical specialty after obtaining the one (1) year post basic qualification in Operating Theatre Nursing Science. At least three (3) years of the period referred to above must be appropriate/recognize experience at management level. Competencies/Knowledge/Skills: leadership, ward management/ward administration, planning, organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitating holistic treatment and care. Knowledge of administrative policies and guidelines.

**DUTIES**

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

**ENQUIRIES**

: Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

**APPLICATIONS**

: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).

**NOTE**

: Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer to 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, 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**

: 22 September 2023

**POST 32/189**

: **ASSISTANT MANAGER (SPECIALTY) ACCIDENT AND EMERGENCY REF NO: REFS/SEB/23/AUG/01 (X1 POST)**

Directorate: Nursing

This post is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY CENTRE REQUIREMENTS**

: Grade 1: R683 838 – R713 865 per annum, (all-inclusive package)

: Sebokeng Hospital

: Basic R425 qualification (i.e. diploma /degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with the SANC as Professional Nurse. A post – basic nursing qualification with duration of at least one year, accredited with SANC in Emergency and Trauma Nursing in terms of R212. Diploma/degree in Nursing Administration will be added an advantage. Current registration with the SANC – as a Professional Nurse and Midwife. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse and Midwife with SANC. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1 year post basic qualification in Emergency and Trauma. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. (Less one year from experience for candidates appointed from outside Public Service after complying with registration requirement). Supervisory, problem solving, conflict resolution and interpersonal skills; Leadership, communication skills and computer literacy. Knowledge of nursing legislation related legal and ethical nursing practices and framework. Labour relations legislation and relevant Public Sector policies and protocols. Human resources and financial management. Knowledge of UPFS billing forms, NCS, HIS performance indicators related to Emergency and Trauma. Demonstrate basic understanding of human resources, disciplinary producers as well as financial management policies, guidelines, and practices.

**DUTIES**

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

**ENQUIRIES APPLICATIONS**

: Deputy Director S.J.K. Sejeng Tel No: (016) 930 3302

: Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street.

**NOTE**

: Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only selected candidates will be required to

submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended Candidates will be subjected to medical assessment.

**CLOSING DATE**

: 22 September 2023

**POST 32/190**

: **ASSISTANT MANAGER NURSING: QUALITY ASSURANCE**

Directorate: Nursing Services

**SALARY**

: R627 474 per annum, (excluding benefits)

**CENTRE**

: Tara the H. Moross Centre, Sandton

**REQUIREMENTS**

: Basic R425 qualification, i.e. Diploma/Degree or equivalent qualification leading to registration with SANC to practice as a registered nurse. A minimum of 8 years appropriate and recognizable nursing experience after registration as a professional nurse. At least three years of the period referred to above must be a recognizable/appropriate experience in quality assurance activities in a hospital environment. A valid driving license. A post registration qualification in Quality Assurance from a reputable center of higher learning will be an added advantage. Competences: Teaching and training. Clinical document auditing. Ability to translate objectives into practical plans. Ability to work independently and prioritize issues and other work-related matters in order to comply with time frames. Skills: Ability to work under pressure and meet tight deadlines. Ability to collect, analyse and report writing (and verbal) skills. Analytical, problem solving and positive interpersonal. Basic operations of computer technology, i.e.: Word, PowerPoint, Outlook, Internet, and Excel. A working and current knowledge of strategic planning, project management and Ideal Hospital Framework standards. People-centered and Power-point presentation skills.

**DUTIES**

: Conduct team and individual inspections to ensure that Quality Assurance plans are implemented and that practices are according to Ideal Hospital Quality Framework. Provide training and guidance where indicated to inculcate a culture of service delivery in all service areas. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery. Ensure that Quality Assurance committees are active. Involve quality champions and staff in quality improvement projects and facilitate that significant individual performance and positive quality culture is recognized and rewarded. Identify best practice and help units to implement to advance Quality Assurance standards. Work with internal and external stakeholders as appropriate to the institution. Perform quality improvement audits and submit to senior management on deadlines. Identify, facilitate and co-ordinate all Quality Improvement Plans. Ensure that all units conduct Patients Experience of Care and Waiting Times Surveys. Ensure planning, co-ordination, implementation, monitoring and evaluation of Quality Assurance programmes within the institution. Co-ordinate all aspects of Ideal Hospital Framework, including assessments and activities to accreditations. Participate in and or lead peer review assessments. Provide training and update clinical and non-clinical staff on quality issues. Ensure clinical and nursing audits are conducted to evaluate patient care. Participate in adverse events, complaints, and various other related committee meetings to improve quality of care and service user's satisfaction. Co-ordinate and support activities for service excellence.

**ENQUIRIES**

: Mrs. D Jones Tel No: (011) 535 3006/3012

**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** : Tara Hospital is committed to the pursuit of diversity, redress and will promote representation in terms of race, disability, and gender. 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.

**CLOSING DATE** : 22 September 2023

**POST 32/191** : **DIAGNOSTIC RADIOGRAPHER REF NO: REFS/SEB/23/AUG/04 (X4 POSTS)**  
Directorate: Allied

**SALARY** : Grade 1 R391 149 per annum  
**CENTRE** : Sebokeng Hospital  
**REQUIREMENTS** : National Diploma or a Degree in Diagnostic Radiography, registered with the HPCSA as an Independent Diagnostic Radiographer. Minimum experience of 1-3 years post community service. Basic computer skills will be an added advantage. Knowledge of Labour Relations Legislation, Knowledge of Quality Control and Radiation Control Legislations. Knowledge of Public Service Legislation, policies, and procedures. Good writing, communication, planning and organizing skills. Ability to work in a multi-disciplinary team.

**DUTIES** : Perform Radiographic services which includes General Radiography, Fluoroscopy, CT-Scanner, Theatre screening, and mobile radiography in the wards. Deliver radiology images of good diagnostic quality. Perform duties as a general Radiographer during the week, weekends, public holidays as well as night duties (after hours duties). Will be responsible for operating diagnostic radiography equipment to ensure diagnostic imaging of the highest standard and maintain highest patient care. Must be focused, good interpersonal skills with patients, colleagues, referring physicians and radiologists. Compliance with Continuing Professions Development (CPD) programs as required by HPCSA.

**ENQUIRIES** : Mrs. Chantal Singh Tel No: (016) 930 3082  
**APPLICATIONS** : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, Human Resource Department, Moshoeshoe Street.

**NOTE** : Applications must be submitted on a new Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will result in disqualification of the application. Z83 form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). In terms of DPSA circular no 19 of 2022, fully completed and signed Z83 form should be accompanied by a recent updated CV. Copies of qualifications and other relevant documents may not be included on application. Only selected candidates will be required to submit certified copies of Identity Document, Qualifications, and other relevant documents to Human Resources unit before or on the day of the interview. Failure to submit all the requested documents will result in the application not being considered. Communication will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make appointment(s) to the advertised post(s). Gauteng Department of Health is guided by the principles of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity targets of the of the institution. People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.

**CLOSING DATE** : 22 September 2023

- POST 32/192** : **CLINICAL TECHNOLOGIST GRADE 1 REF NO: CHBAH 689 (X1 POST)**  
 Directorate: Clinical Technology (Neurology)  
 (This is re-adverts: those who previously applied need not to re-apply)
- SALARY** : R359 622 per annum, (plus benefits)  
**CENTRE** : Chris Hani Baragwanath Academic Hospital CHBAH  
**REQUIREMENTS** : An appropriate B Tech degree or National Diploma in Clinical Technology in Neurology department. Registration with the relevant Health Professional Council of South Africa [HPCSA] as a Clinical Technologist in neurology for 2023/2024 circle period. Exposure in both paediatric and adult neurological care will be added advantage. Computer literacy [Ms. Word, Ms. Excel] Good written and communication skill. Ability to work as a member of multidisciplinary team. Demonstrate effective interpersonal skill, strategic planning organizational skill.
- DUTIES** : Provision of Clinical service in compliance with policies, procedures and standards as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Departments in neurology. Candidates must be competent in all neurological procedures including routine EEG, EMG, nerve conduction studies, multiple sleep latency [MSLT], visual evoked potential [VEP] etc. Clinical Technology departmental administration and supervision of EEG Assistants. Coordination of equipment repair and service. Procurement of new equipment's and plan collection of condemn equipment's. Submit monthly report to HOD in the unit. Participate in Research and training of Clinical Technologists in the Neurology Department. Attend relevant meetings approved by HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Mr. Welcome Madondo Tel No: (011) 933 9412  
**APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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** : 22 September 2023
- POST 32/193** : **CLINICAL TECHNOLOGY GRADE 1 REF NO: CHBAH 699 (X1 POST)**  
Directorate: Cardiology
- SALARY** : R322 746 per annum, (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : An appropriate degree or diploma in Clinical Technology in Cardiology. Registration with relevant Health Professions Council of South Africa as a Clinical Technologist in Cardiology and current registration. No experience required. Exposure in working in Cardiology in public hospital will be added as advantage. Competencies/Knowledge/Skills: Knowledge of and adherence to relevant legislation.
- DUTIES** : Provision of clinical service in compliance with policies, procedures and standard as set out by the institution, provincial and national authorities. Responsibility for continuous professional development and facilitation of all Clinical Technology Department [Cardiology]. Candidate must be competent in all Cardiology procedures [invasive and non-invasive] Candidate will do on call duty on rotational bases. Supervision and training of Clinical Technologist students in cardiology. Responsible for orientation of new Clinical Technologist in Cardiology Department. Participation in Research activities. Co-ordinate the maintenance and repair of all equipment in the Cardiology Department. Perform all cardiac invasive and non-invasive procedures as in line with standard set by HPCSA. Participate in provincial Clinical Technology activities.
- ENQUIRIES** : Mr. W Madondo Tel No: (011) 933 9412
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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).
- NOTE** : Please use the reference as subject. Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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**

:

22 September 2023

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

*The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply. The Department of Agriculture and Rural Development reserves the right not to fill any advertised post. Invited candidates will attend interviews at their own cost.*

- APPLICATIONS** : applications must be addressed to the Acting Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag X6005, Hilton, 3245. Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs) or submit their Z83 and CV directly to the following email addresses [kznjobssouth@kzndard.gov.za](mailto:kznjobssouth@kzndard.gov.za) Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- CLOSING DATE** : 22 September 2023
- NOTE** : For all SMS posts, appointments will be subject to submission of the pre-entry certificate into the SMS obtainable from the National School of Government. Applicants using the manual application process must submit their applications on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. 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. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

**MANAGEMENT ECHELON**

- POST 32/194** : **DIRECTOR: INTERGOVERNMENTAL AND INTERNATIONAL RELATIONS REF NO: SSC65/2023**
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary SMS package is payable to the successful candidate subject to the signing of a mutually agreed performance agreement after three months from assumption of duty. The successful candidate will be subjected to security clearance and is required to disclose financial interest.
- CENTRE REQUIREMENTS** : Cedara – Head Office
- : An NQF level 7 degree in Public Administration / Public Management / Intergovernmental Relations and a valid code EB driver's license. Experience: 5 years middle management in public administration / intergovernmental and international relations field. Knowledge: RSA Constitution, Public Service Act, Public Service Regulations, PFMA, Labour Relations Act, Intergovernmental Relations Framework Act, EPMDs, Basic Conditions of Employment Act, Community Development, Social Facilitation, Development Finance, Public Participation, Project Management Skills, Millennium Development Goals, National and Provincial Practice Notes, SCM Practices and Procedures, National Development Plan, Youth Employment Accord, Provincial Growth and Development Plan, Treasury Regulations, Intergovernmental matters, Ministerial

Handbook, Protocol Manual of South Africa, Trade, Marketing and Economics. Skills: Language, listening, presentation, analytical thinking, interpersonal relations, computer, strategic planning, organizational, research, financial management, time management, report writing, problem solving, communication, be self-disciplined and be able to work under pressure, leadership, project management, relationship management, decision making, diplomacy and protocol standards.

**DUTIES** : Oversee the coordination of the Department's participation in structures and institutions to promote intergovernmental relations services. Promote compliance with resolutions of cooperative government structures. Oversee the maintenance of stakeholder relationships. Manage the development and implementation of policies. Manage the resources of the Directorate.

**ENQUIRIES** : Ms NZ Ndlela Tel No: (033) 355 9623

#### **DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

**APPLICATIONS** : The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or Hand Delivered To: The Chief Registry Clerk, 2<sup>nd</sup> Floor, South Tower, Natalia, 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Zulu. (Applications received after this date will not be accepted). Applicants can also submit their Z83 and CV directly to the following email address kznjobs@kzncogta.gov.za.

**CLOSING DATE** : 22 September 2023

**NOTE** : Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV. The Department discourages applications sent by registered mail and will not be held responsible for applications sent via registered mail which are not collected from the post office. It is the responsibility of the applicant to ensure that the application reaches the Department timeously. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from State Security on the following checks (Security Clearance, Citizenship, qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

#### **OTHER POSTS**

**POST 32/195** : **RESEARCHER: ANTHROPOLOGY/ HISTORIAN REF NO: 141/2023 (CTLDC)**  
Commission On Traditional Leadership Disputes and Claims (KZN Provincial Committee)  
(4 Year Fixed Term Contract)

**SALARY** : R811 560 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Pietermaritzburg

**REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or an NQF level 6 qualification as recognised by SAQA in History, Anthropology, Social Sciences, Research or a related qualification coupled with 3 years junior management experience in matters of traditional leadership or in a rural development environment. Essential Knowledge, Skills And Competencies: The successful candidate must have: Understanding of genealogies, customs and cultures of various tribes in the KwaZulu-Natal Province, Knowledge of Provincial Traditional Leadership history and cultures, Knowledge and exposure to Traditional Leadership and rural communities in the Province, Knowledge of IsiZulu, Zulu culture and customs, Research experience on projects involving traditional communities, Ability to analyse policies and apply correctly, Comprehensive report writing and research methodology skills, Communication in the vernacular and project management and control skills, Presentation and financial management

- skills, Good communication skills (verbal & written), Computer literacy in MS office, A valid code 8 drivers license.
- DUTIES** : The successful candidate will be required to provide a research service to the commission with the following key responsibilities: - Formulation of research proposals on succession and boundary disputes submitted to the Commission, Conducting research and providing expert advice to the Commission, Providing guidelines for conducting research and analysis, Facilitating the implementation of research findings; and, Facilitating the buy-in of stakeholders when conducting research for the Commission, Provide advice and guidance to the Commission on research and genealogical analysis, Guide and advise the Commission in drafting research reports and the making of recommendations supported by evidence collected through research.
- ENQUIRIES** : Mr E Mthiya Tel No: (033) 897 5606
- POST 32/196** : **OFFICE MANAGER (ASSISTANT TO THE COMMISSIONERS) REF NO: 142/2023 (CTLDC)**  
Commission On Traditional Leadership Disputes and Claims (KZN Provincial Committee)  
(4 Year Fixed Term Contract)
- SALARY** : R811 560 per annum, (all-inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or an NQF level 6 qualification as recognised by SAQA in public administration or a related qualification coupled with 3 years junior management experience in an administration environment. Essential Knowledge, Skills And Competencies: The successful candidate must have: - Knowledge of interpretation of relevant legislation, Knowledge of Traditional Leadership and applicable legislation and COGTA relevant departmental policies and guidelines on Traditional Leadership, Knowledge of Public Service Legislation, Planning, project planning, work analysis and financial management skills, Problem solving and decision making skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code EB drivers license. Experience in project, work and people management and in executive support.
- DUTIES** : The successful candidate will be required to provide operational support to the Office of the Commission with the following key responsibilities: Support the Commissioners in preparing for hearings and other meetings, Coordinate the compilation and dissemination of all correspondence, Manage operational activities of the office, Manage Commission administrative staff. Review and analyse policies, Management of the Commission's resources.
- ENQUIRIES** : Mr E Mthiya Tel No: (033) 897 5606
- POST 32/197** : **ADMINISTRATIVE OFFICER REF NO: 143/2023 (CTLDC)**  
Commission On Traditional Leadership Disputes and Claims (KZN Provincial Committee)  
(4 Year Fixed Term Contract)
- SALARY** : R294 321 per annum
- CENTRE** : Pietermaritzburg
- REQUIREMENTS** : The ideal candidate must be in possession of a National Diploma or an NQF level 6 qualification as recognised by SAQA in Public Administration or a related qualification coupled with 1 years' experience in an administrative environment or a Grade 12 qualification coupled with 3 years' experience in an administrative environment Essential Knowledge, Skills And Competencies: The successful candidate must have: Sound organisational skills, good people, telephone etiquette, basic written communication and language skills, Ability to work and act independently and to deal with people at different levels, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code EB driver's license.
- DUTIES** : The successful candidate will be required to render office management services to the Commission with the key responsibilities: - Co-ordination of the Commission's

resource related issues, Administration of the correspondence of the Commission, Management of the Commission's database, Management of the secretariat services, Conducting preliminary data searches, Provide general administrative support to the Commission.

**ENQUIRIES** : Mr E Mthiya Tel No: (033) 897 5606

**POST 32/198** : **ADMINISTRATION CLERK REF NO: 144/2023 (CTLDC)**  
Commission on Traditional Leadership Disputes and Claims (KZN Provincial Committee)  
(4 Year Fixed Term Contract)

**SALARY** : R202 233 per annum  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a Grade 12 qualification with typing as a subject or a Secretarial Diploma/Certificate. Relevant secretarial experience will be an advantage. Essential Knowledge, Skills and Competencies: The successful candidate must have: Knowledge of office management, Typing, minute taking and good interpersonal relations skills, Organisational, language and people skills, Good communication skills (verbal & written), Computer literacy in MS Office, A valid code EB drivers license.

**DUTIES** : The successful candidate will be required to render a secretarial/receptionist support service to the: Commission/ Chairperson with the following key responsibilities: Provide secretarial and administrative support to the Secretary, Manage the administrative functions of the Commission, Manage all travel and accommodation arrangements for the Commission, Provide a receptionist support service to the Commission.

**ENQUIRIES** : Mr E Mthiya Tel No: (033) 897 5606

**POST 32/199** : **ADMINISTRATIVE ASSISTANT REF NO: 145/2023 (CDWPP)**  
(12 Month Renewable Fixed Term Contract)  
Chief Directorate: Community Development Workers and Public Participation  
Directorate: CDWS and Rapid Response

**SALARY** : R171 537 per annum (Level 04)  
**CENTRE** : Pietermaritzburg  
**REQUIREMENTS** : The ideal candidate must be in possession of a Grade 12 and a post matric certificate or equivalent qualification plus an unendorsed valid code EB Driver's License coupled with 1 years' experience of driving, working with people with a disability as well as performing administrative work. Essential Knowledge, Skills And Competencies: The successful candidate must have: Knowledge of disability as a human rights issue, Knowledge of guiding visually impaired people, Understanding of the needs of people with disability, Knowledge of disability etiquette, Administration skills pertaining to visually impaired people, Ability to drive visually impaired persons, Good sighted guide skills, Computer skills (including JAWS, fine-reader and embosser), Good communication skills in both Isizulu and English.

**DUTIES** : The successful candidate will be required to assist a visually impaired with tasks that they would normally perform for themselves if they did not have the disability, including administrative, driving, transport, mobility, ensuring access to information and general support to ensure efficient and effective services are provided to the Departmental stakeholders and to provide administration support to the visually impaired Administration Clerk in the CDWS and Rapid Response Directorate assisting with the following key responsibilities:- Provision of travel assistance for a visually impaired Administration Clerk, Ensuring the effectiveness of reception function/ front line office duties, Ensuring accessibility and user friendliness of information to the Administration Clerk, Provision of administrative support to the Administration Clerk in the CDWS and Rapid Response Directorate, Assist the Administration Clerk in the usage of bathrooms facilities and movement between offices and venues.

**ENQUIRIES** : Ms F Makhanya Tel No: (033) 897 5605

**DEPARTMENT OF HEALTH**

*This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the department.*

**OTHER POSTS**

- POST 32/200** : **HEAD CLINICAL UNIT GRADE1 REF NO: NGWE 111/2023**  
Department: Ophthalmology
- SALARY** : Grade 1: R1 887 363 – R2 001 927 per annum, all-inclusive salary packages. Other Benefits: (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department.
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital  
: Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Ophthalmology. A minimum of 3 years appropriate experience as a Medical Specialist in Ophthalmology 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.
- 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.
- ENQUIRIES APPLICATIONS** : Dr. RS Moeketsi Tel No: (035) 901 7260  
: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required

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

- CLOSING DATE** : 22 September 2023
- POST 32/201** : **HEAD CLINICAL UNIT – TRAUMA & EMERGENCY REF NO: GJGM64/2023 (X1 POST)**  
Component: Medical Services
- SALARY** : Grade 1: R1 887 363 – R2 001 927 per annum, all-inclusive package  
Grade 2: R2 061 837 – R2 252 583 per annum, all-inclusive package  
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospital Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital  
: A qualification in the appropriate Health Science, Plus Registration with the Health Professionals Council of SA as a Specialist in Emergency Medicine. At least Five (5) years post registration experience as a Specialist in Emergency Medicine. Research experience and management training will be a recommendation. Knowledge, Skills and Competencies: Good interpersonal relationship. Good communication, team building and motivational skills. Clinical knowledge of general practice at a District/Regional Hospital level. Experience with Pre-Hospital EMRS system and clinical management of trauma patients. Experience with Disaster medicine and practice. Knowledge of current Health and Public Service Legislation, Regulations and Policy including Medical Ethics, Epidemiology and statistics. Information management and quality assurance experience.
- DUTIES** : Provision of high-quality emergency medicine and trauma services at a regional hospital. To ensure maintenance of standards of care and implementation of quality improvement programmes within the department. Formulate and monitor implementation and compliance with policies and procedures for medical emergency services. Management of Human Resources in all areas of emergency medicine and trauma department. Ensure supervision and support of interns, community service officers and junior staff. Lead training and formal teaching in the department. Ensure multidisciplinary approach and efficient utilization of available resources in the emergency medicine and trauma department. To oversee and manage the integration of the pre-hospital services (EMRS) with the hospital emergency services. To achieve and sustain acceptable waiting times in line with existing norms and standards for emergency units. To assist in developing and sustaining a functional hospital disaster plan. To develop relationships with academic institutions and facilitate the accreditation of the unit for training purposes. To conduct and promote operational research. NB: Performance of commuted overtime is compulsory.
- ENQUIRIES** : Dr R Lesenyeho (Manager: Medical Services) Tel No: (032) 437 6000

<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION NOTE</u></b>	:	Mr. T Lath
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website <a href="http://www.kznhealth.gov.za">www.kznhealth.gov.za</a> 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). 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. 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. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>POST 32/202</u></b>	:	<b><u>HEAD CLINICAL UNIT GRADE1 REF NO: NGWE 112/2023</u></b> Department: Urology
<b><u>SALARY</u></b>	:	R1 887 363 – 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.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Ngwelezana Tertiary Hospital Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Urology. 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 Urology. A minimum of 3 years appropriate experience as a Medical Specialist in Urology 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.

- 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.
- ENQUIRIES** : Dr. RS Moeketsi Tel No: (035) 901 7260
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.
- CLOSING DATE** : 22 September 2023
- POST 32/203** : **MANAGER: MEDICAL SERVICES REF NO: WWH/MED.MAN/10/2023 (X1 POST)**
- SALARY** : R1 288 095 per annum, all-inclusive package
- CENTRE** : Wentworth Hospital
- REQUIREMENTS** : Senior Certificate (Grade 12), MBCHB Degree or equivalent qualification. A minimum of 8 years appropriate / recognizable experience after registration with

HPCSA as a Medical Practitioner, A valid driver's license, Adequate experience in HAST will be an added advantage. (No copies/certified copies/proof on application, only Z83 and CV). Knowledge and Skills Required: Sound clinical knowledge, competence and skills in a clinical domain. Good communication, leadership, interpersonal, ethical, operational, professional and supervisory skills. Ability to manage a Medical and Allied Health Professionals domain independently. Knowledge of current Health & Public Service legislations, regulations and policies administered by the Department of Health. Extensive knowledge of TB, HIV, AIDS and MMC Programmes.

**DUTIES**

: To Perform: Provide leadership, management and support to all Cluster Managers, Clinical Heads, and Clinical Managers, Pharmacy and Allied Health Professionals and staff under their supervision. Development, implementation and review of clinical management protocols, procedures and guidelines for clinical services aimed at improving service delivery in the in accordance with the current statutory regulations and guidelines. Lead clinical governance functions within the hospital. Assists clinical personnel in the Medical and Allied Health professionals' domain with quality assurance, quality improvement projects, morbidity and mortality reviews. Monthly audits and development of clinical guidelines and policies. Facilitate resuscitation programs and disaster management systems. Performs clinical duties as per departmental requirements including afterhours and weekend calls services (24 hours medical coverage must be ensured) Clinical responsibility including examine, investigate, diagnose and oversee treatment of patients. Willingness to perform overtime onsite and night call duties. -Ensure effective, efficient and economical management of all allocated resources: (Human, Financial, Assets, Manage EPMS) Manage potential risks and mitigating strategies Maintain accurate record and appropriate health records in accordance with legal and ethical considerations and continuity of patient care. Ensure compliance in terms of Occupational Health and safety, infection Prevention and Control as well as IHRM and OHSC Liaise with other stakeholders within and outside department of health such as Chief Specialist and other Hospital Management teams, District office and Medical school on medical and management issues.

**ENQUIRIES  
APPLICATIONS**

: Mr M.S Mgoza Tel No: (031) 460 5004  
: Applications may be sent to: Wentworth Hospital, Private Bag X02 Jacobs, 4026 or  
: Hand deliver: 1 Boston Road, Jacobs, 4026 (drop off at the gate by the security  
Hospital main gate)

**FOR ATTENTION  
NOTE**

: Human Resource Department  
: The contents of this Circular Minute must be brought to the attention of all eligible  
officers and employees on your establishment without delay. Also notify all  
candidates that qualify for the post in this circular minute even if they are absent  
from their normal work place. Directions to candidates, the following documents  
must be submitted: Applications for employment are required to complete and  
submit Z83 form (Obtainable at any Government Department or from website –  
www.kzn.health.gov.za) and Curriculum Vitae (CV). Z83 form must be completed  
in full in a manner that allows a selection committee to assess the quality of a  
candidate based on the information provided in the form. The reference number  
must be indicated in the column provided on the form Z83. Application for  
employment are not required to submit copies of qualification and other relevant  
documents on application but must submit Z83 form and detailed Curriculum Vitae  
(CV). The certified copies of qualification and other relevant documents will be  
requested from shortlisted candidates only which may be submitted to HR on or  
before the day of the interview. Failure to comply with the above instructions will  
disqualify applicants. Fax, email, incomplete and late applications will not be  
considered. Please note that due to a large number of applications we envisage  
receiving, applications will not be acknowledged. However, should you not receive  
any response after two months of the closing date of this advert; consider your  
application as unsuccessful. People with disabilities should feel free to apply for  
this post. The appointment is subject to positive outcomes obtained from the State  
Security Agency (SSA) to the following checks (security clearance vetting), criminal  
clearance, credit records, citizenship), verification of Educational Qualifications by  
SAQA, verification of previous experience from employers and verification from the  
Company Intellectual Property Commission (CIPC)

**CLOSING DATE** : 22 September 2023

**POST 32/204** : **MEDICAL SPECIALIST – TRAUMA & EMERGENCY REF NO: GJGM63/2023 (X1 POST)**  
Component: Medical

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

**CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital  
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Specialist in Emergency Medicine. One (1) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Candidates in the process of HPCSA registration as a Specialist in Emergency Medicine are welcome to apply. **Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the health. Professionals Council of South Africa as a Specialist in Emergency Medicine plus Five (5) post registration experience as a Medical Specialist in Emergency Medicine or Six (6) year relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus A valid registration with the Health Professionals Council of South Africa as a Specialist in Emergency Medicine OR Ten (10) years post registration experience as a Medical Specialist in Emergency Medicine. Eleven (11) year relevant experience after registration as a Medical Specialist with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, and Competencies required: Sound Clinical knowledge and experience of procedures and protocols in Emergency Medicine. Good verbal and written, communication and interpersonal skills. Cross cultural awareness. Sound teaching & supervisory abilities. A concern for excellence and quality care. The ability to function in a multi-disciplinary team.

**DUTIES** : Assists the Head Of clinical Unit (HCU) to ensure optimal Emergency Medicine Service. Assist the HCU in the development of management protocols/policies for the department. Provide emergency clinical care and oversight as expected of a specialist in Emergency Medicine. Assist with quality improvement imperatives including clinical audits (morbidity & mortality reporting and reviewing Clinical documentations audits etc.) and continuous professional development activities. Training of registrars, nurses, junior doctors and colleagues and promote ongoing staff development in accordance with individual and departmental needs. Maintain satisfactory clinical, professional and ethical standards in the department. Engage in research and supervise registrar research. Partake in outreach programmes of the DOH. Supervise, teach & assess medical students and Emergency Medicine registrars. NB: Performance of commuted overtime is compulsory.

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

**FOR ATTENTION NOTE** : Mr. T Latha  
: 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](http://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). 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. 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. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 29 September 2023
- POST 32/205** : **MEDICAL OFFICER – PAEDIATRICS REF NO: GJGM65/2023 (X1 POST)**  
Component: Medical Management Services
- SALARY** : Grade 1: R906 540 – R975 738 per annum, all-inclusive package  
Grade 2: R1 034 373 – R1 129 116 per annum, all-inclusive package  
Grade 3: R1 197 150 – R1 491 627 per annum, all-inclusive package  
All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital  
: **Grade 1:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner.  
**Grade 2:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Five (5) years post registration experience as a Medical Practitioner. **Grade 3:** A tertiary qualification (MBCHB or equivalent), plus Current registration with the Health Professionals Council of South Africa as a Medical Practitioner. Ten (10) years post registration experience as a Medical Practitioner. Knowledge, Skills and Competencies: Knowledge of General management principles of all paediatric and neonatal patients. Good communication skills. Ability to work in a multi-disciplinary team. Resilience and ability to cope with change. Ability to make a difference.
- DUTIES** : Clinical paediatric services including ward rounds, outpatient clinics and emergency department. Participation in the training programme as well as teaching and supervision of junior staff. Participation in departmental audit activities. Conduct Research. Maintain and continuously improve professional and ethical standards Perform overtime in line with hospital needs.
- ENQUIRIES APPLICATIONS** : Dr J van Lobenstein (Head Clinical Unit - Paediatrics) Tel No: (032) 437 6076  
: 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](http://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). 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. 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. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

**CLOSING DATE**

: 29 September 2023

**POST 32/206**

: **MEDICAL OFFICER (GRADE 1,2,3) REF NO: GS 70/23**  
Component: General Surgery

**SALARY**

: Grade 1: R906 540 per annum  
Grade 2: R1 034 373 per annum  
Grade 3: R1 197 150 per annum  
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.

**CENTRE  
REQUIREMENTS**

: Greys 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, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **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 required performing community service as required in South Africa. Senior Certificate (Grade 12) or equivalent MBCHB Degree or equivalent qualification PLUS Current Registration with the Health Professions Council of South Africa as a Medical Practitioner in Independent Practice. Recommendations: Experience in General Surgery in an accredited training facility will be a recommendation. Postgraduate qualification in surgery will be a recommendation Knowledge, Skills

and Experience: Basic diagnostic, clinical, investigative surgical skills. Must be service delivery orientated: Program planning, implementation and evaluation. Information management. Human resource management Quality assurance programs. Current Health and Public Service legislation, regulations and policy. Medical ethics, epidemiology and statistics.

- DUTIES** : Incumbent to provide services in the Pietermaritzburg Metropolitan Hospitals Complex which includes Grey's and Harry Gwala Regional hospitals. Participate in the delivery of a 24-hour in-patient and out-patient surgical care within the Pietermaritzburg Metropolitan Hospitals Complex; Assist with the administration and management of surgical wards / clinics (SOPD, PSOPD) Development, monitoring and support of Surgical Services in the drainage area of the Pietermaritzburg Hospitals Complex. Participate in the development and ongoing provision of under and post-graduate teaching. Participation in clinical support and outreach to facilities referring to Pietermaritzburg hospitals. Participation in Clinical Research in the Pietermaritzburg Metropolitan Complex To maintain moral and ethics at all costs. To ensure that Batho Pele principles are upheld.
- ENQUIRIES** : Dr V Govindasamy Tel No: (033) 897 3379
- APPLICATIONS** : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.
- FOR ATTENTION** : Mrs M. Chandulal
- NOTE** : Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department NB! Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Application for Employment Form (Z83) - 81/971431 effective 01 January 2021 and a detailed Curriculum Vitae. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male, African Female or Coloured Male.
- CLOSING DATE** : 22 September 2023
- POST 32/207** : **MEDICAL OFFICER (PSYCHIATRY) (GRADE 1-3) REF NO: MAD 48/2023 (X1 POST)**
- SALARY** : Grade 1: R906 54 – R975 738 per annum  
Grade 2: R1 049 574 – R1 1 129 116 per annum  
Grade 3: R1 1 197 150 – R1 491 627 per annum  
The all-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, 18% inhospitable of basic salary plus fixed commuted overtime.
- CENTRE** : Madadeni Provincial Hospital
- REQUIREMENTS** : Medical Officer **Grade 1**: No experience required from South African qualified employees. One (1) year relevant experience after registration as an Independent. Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 2**: Five (5) years' relevant experience as Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Six (6) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Medical Officer **Grade 3**: Ten (10) years' relevant experience as Medical Officer after registration with the HPCSA as an independent Medical Practitioner. Eleven (11) years' relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills and Competencies required: Sound broad knowledge of general psychiatric principles and practice. Knowledge of basic ethical principles. Knowledge of Mental Health Care Act No 17 of 2000. Knowledge of National Core Standards. Knowledge of Batho Pele principles.
- DUTIES** : Provide inpatient and outpatient psychiatric services to adult, child, adolescence and forensic mental health care users. Participate in overtime activities of the department. Participate actively in departmental teaching meetings and hospital CPD meetings. Supervise interns and junior colleagues. Assist with collection of

clinical data and participate in clinical audits and morbidity and mortality meetings. Participate in research. Knowledge to provide care and rehabilitation in relation to the relevant section of MHCA in the general psychiatric, forensic and prisoners with mental illness. Use of bio-psychosocial knowledge and skills in assessment, care and treatment of MHCU.

**ENQUIRIES**  
**APPLICATIONS**  
**FOR ATTENTION**  
**NOTE**

: Dr. V.H Khanyile Tel No: (034) 328 8007  
: All applications should be posted to: The Recruitment Officer, Madadeni Hospital, Private Bag X6642, Newcastle, 2940  
: The Recruitment Officer  
: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department or from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Certified copies of ID, Highest educational qualification and other relevant documents will be requested for submission only from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. MAD 01/2016. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.  
: 22 September 2023

**CLOSING DATE**

**POST 32/208**

**DEPUTY DIRECTOR FINANCE REF NO: ZUL/ DD/ 2023**

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

: R811 560 – R952 485 per annum (Level 11), (all-inclusive package)  
: Zululand Health District Office, Ulundi  
: Senior Certificate (Grade 12). Bachelor's Degree/ National Diploma in Finance or Accounting. 3-5 years of managerial experience in financial field. Only shortlisted candidates will attach proof of (Certificate of service of official letters of service from previous / current employers, signed and stamped by HR. Valid Driver's License (minimum code EB). Only shortlisted candidates will submit proof. Skills: Good knowledge of Public Finance Management Act. Supply Chain Management Framework. Division of Revenue Act. National Tertiary Service Grant Framework, Treasury Regulations. Solid experience in budgeting, financial planning and analysis, asset management, Vulindlela and Basic Accounting System (BAS). Have ability to perform independently and under pressure as well as report writing & presentation at short notice. Decision – making, Problem solving, good communication, Advance proficiency in Microsoft Excel with excellent quantitative and Analytical skills. Strong leadership, innovation, concern for excellence, drive and enthusiasm. Ability to handle sensitive financial information in strictest confidence. Knowledge in budgeting, financial planning and analysis.

**DUTIES**

: Ensure that the budget is aligned to the Departmental Strategic Plans, Hospital business plan. Monitor and interpret cash flows and report on financial projections to District management and other relevant management officials within the department. Provide input towards the development of strategic, annual performance and business plans. Ensure the effective management of budgetary and expenditure control functions for a District. Take effective and appropriate steps to ensure maximum collection of revenue due to District. Implement and manage efficient, cost effective and integrated Supply Chain Management throughout the District. Perform Employee performance Management and Development (EPMDS) for staff as required. Ensure appropriate management and utilisation of resources allocated to the component. Regulations / procedures and proper internal control / SOP's are in place and adhered to at all times, overall responsibility and management of staff in Finance Component. Design, develop

and implement financial strategies to ensure effective monitoring and action to keep monthly and progressive expenditure within budget limits. Ensure implementation of financial policies and management systems within broad Provincial guidelines and to counteract on going audit findings. Assist managers and clinical staff within the institution to implement central cost structure i.e. cost centres. Actively assist managers with budgetary control and the management of budget variances. Ensure compliance with risk Management Policies. Ensure effective and efficient management of assets. Actively participate in infrastructure project management. Ensure cooperation and responsiveness to emergency service delivery situation.

- ENQUIRIES** : Mr SV Vilakazi Tel No: (035) 874 0713
- APPLICATIONS** : KwaZulu-Natal, Zululand Health District Office, Private Bag X81, Ulundi, 3838, King Dinuzulu High way, LA Building Ground floor, Ulundi, 3838
- FOR ATTENTION** : Ms BN Zulu
- NOTE** : The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website (New Z83 form), Comprehensive Curriculum Vitae. Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of experience will be requested from shortlisted candidates only, don't include in your application. The Reference Number must be indicated in the column provided on the form Z.83. Persons with disabilities should feel free to apply for the post. NB: Failure to comply with the above instructions will disqualify the applicants. Faxed and e-mailed Applications will not be accepted. Only shortlisted candidates will submit proof. It is the responsibility of the applicant to ensure that Curriculum Vitae is detailed enough to reflect all information associate with the post applied for. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing, they must accept that their applications were unsuccessful. Please not that due to financial constrains no S&T claims will be considered for payment to candidates that are invited for interviews, (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department).
- CLOSING DATE** : 22 September 2023
- POST 32/209** : **ASSISTANT MANAGER NURSING (SPECIALTY) SURGICAL REF NO: ADD/ANM35/2023**
- SALARY** : R683 838 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Degree / Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt (2023) with SANC. Diploma / Degree Post Basic qualification in the relevant Specialty: Orthopaedic or Ophthalmic. Post Basic registration certificate accredited by SANC in the relevant Specialty: Orthopaedic or Ophthalmic. Certificate of service. Experience: A minimum of 10 years appropriate/recognizable Experience after registration as a Professional Nurse with SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in Orthopaedic after obtaining the 1 year post-basic qualification In orthopaedic or Ophthalmic. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Recommendation: Nursing Management would be an advantage-degree or diploma and registration with SANC if applicable. A valid driver's license. Knowledge, Skills Training and Competencies Required: Sound knowledge and understanding of Public Service Policies, Acts and Regulations. Sound management, negotiation, interpersonal and problem solving skills. Good verbal and written communication skills. Knowledge of Labour Relations and disciplinary processes. Computer Literacy and information management. Analytical, Leadership, Change Management, Conflict Management skills.
- DUTIES** : Provide professional, technical and management support for the provision of quality patient care. Control utilization, performance and evaluation of staff including monitoring absenteeism and nursing care standards. Manage the provision of nursing care in the designated areas through instituting quality programs and sound

supervision. Exercise proper utilisation of all available resources. Ensure that all relevant Acts and Regulations are adhered to. Participate and co-ordinate the formulation of policies and procedures. Ensure control and discipline including analysing and monitoring the training and development of staff. Provide leadership in the implementation of National Core Standards. Utilise information technology and other management systems for the enhancement of service delivery. Advocate and ensure the promotion of nursing ethos and professionalism.

**ENQUIRIES  
APPLICATIONS**

: Mrs B.N Ndhlovu Tel No: (031) 327 2000  
 : All applications should be forwarded to: Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

**FOR ATTENTION  
NOTE**

: The Human Resource Department  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S &T and settlement claims will be considered for payment to candidates that are invited for the interview.

**CLOSING DATE**

: 22 September 2023

**POST 32/210**

: **OPERATIONAL MANAGER – PHC (CHRONIC STREAM) REF NO: IMBALCHC09/2023 (X1 POST)**

**SALARY**

: R627 474 – R703 752 per annum. Allowances: 8% rural allowance, 13<sup>th</sup> cheque, housing allowance and medical aid (employee must meet the prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Imbalenhle CHC  
 : Senior certificate/ Grade 12, Basic R425 qualification (i.e. Degree / Diploma) in Nursing and Midwifery or equivalent qualification that allows registration with the SANC as a Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Registration with SANC as General Nurse, Midwifery and Primary Health Nurse. 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 the 1-year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit certified copies of documents on or before the day of the interview. Recommendations: Previous experience in managerial or supervisory position. Computer literacy (MS Word, Excel, PowerPoint, and Outlook). A valid driver's license. Knowledge, Skills and Competencies Required: Knowledge of Nursing Care, Processes, Procedures, Nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational health and safety Act, Batho Pele Principles, Patient right Charter, Public service regulations. Demonstrate an 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 Human Resources procedures in the Public Service and Conditions of Service. Sound knowledge of norms and standards pertaining to quality service delivery. Ability to lead a team, to develop and revise a community profile with Health risks prioritized.

<b><u>DUTIES</u></b>	: Leadership, supervisory, organizing, decision-making, problem-solving skills. Conflict management. Knowledge of disciplinary and grievance procedure. Facilitate the provision of integrated comprehensive PHC package in the facility and implementation of quality improvement programs to comply with NHI. Develop the Facility operational plan together with relevant stakeholders and monitor the implementation and submit the progress reports. Ensure implementation and monitoring of HAST, NCD's including MNCWH priority health programs and ensure that the expected targets are met. Participates 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 including CCMD, Sibaya Samadoda/Men's clinic. Manage effectively the utilization and supervision of all allocated resources. Coordination of the provision of effective training, career pathing and research. Evaluate and monitor compliance with the Clinical Governance pillars. Ensure Batho Pele principles, Norms and Standards and Ideal Clinic priorities are implemented and sustained. Ensure staff development and monitor staff performance according to EPMS. Collate, analyze and interpret statistics weekly and monthly and facilitate implementation of remedial action. Compile monthly statistics and other relevant reports timeously. Ensure that financial risk management is being practiced all the time. Co-ordinate special projects and health promotion projects in line with the health calendar. Establish and maintain constructive working relationship with staff and other stakeholders maintain inter sectorial collaboration with other government sectors and provide support to OSS activities. Maintain professional growth/ethical standards and self-development. Exercise control over discipline, grievances, abscondment and other labour issues. Strengthen Nursing ethics and professionalism standards amongst staff. Work extended hours according to community needs.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mrs LH Sibiya Tel No: (033) 398 9100 : Applications Must Be Forwarded To: Human Resources Department Imbalenhle Community Health Centre, Private Bag X9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.
<b><u>NOTE</u></b>	: Only shortlisted candidates will be required to submit documents/certified copies of documents on or before the day of the interview.
<b><u>CLOSING DATE</u></b>	: 22 September 2023
<b><u>POST 32/211</u></b>	: <b><u>ASSISTANT NURSE MANAGER (GENERAL STREAM) REF NO: VRH 46/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	: Vryheid Hospital (Surgical and Medical Services) : An appropriate B degree/National Diploma in General nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Registration certificates with SANC in General Nurse. Current registration with the SANC 2023.A minimum of 8 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing At least 3 years of the period referred to the above must be appropriate/ recognisable experience at management level NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.
<b><u>DUTIES</u></b>	: Delegate supervise and coordinate the provision of effective and effective patient care through adequate nursing care. Participate in the analysis, formulation and implementation of nursing guidelines practices, standards and procedures Delegate activities commensurate with the abilities and scope of practice of other nurse practitioners. Deal with grievances and labour relations issues in terms of laid down policies and procedures i.e. manage workplace discipline. Carry out regular reviews and explore opportunities for professional development and ensure

training and development of staff. Collaborate with members of the health and social care teams and participate in decision making pertaining to health care delivery. Consult within the multi-disciplinary health teams, organizations and special interest groups when dealing with community health issues and needs. Participate in peer review based on the agreed upon quality assurance monitoring indicators and tools. Conduct nursing staff meetings to disseminate information such as new developments on nursing, policies, circulars etc. Apply the scientific process of nursing and principles to the nursing care of individuals, groups and communities. Participate in the development of the business plan and promote or identify ways of containing health care cost without compromising standards. Ensure that spending is maximized in line with strategic objectives. Ensure effective data management according to DHMIS policy.

**ENQUIRIES  
APPLICATIONS**

: Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 9822111, ext. 5916/11  
: All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to use courier service since we are experiencing challenges with post office.

**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 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 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 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.

**CLOSING DATE**

: 22 September 2023

**POST 32/212**

: **OPERATIONAL MANAGER (SPECIALTY) REF NO: VRH 45/2023 (X1 POST)**

**SALARY**

: Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Vryheid Hospital (Post-Natal Ward and Nursery)  
: 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 in Advanced Midwifery. Registration certificates with SANC in General Nurse, and Advanced Midwifery. Current registration with the SANC 2023. A minimum of 9 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing. At least 5 years of the period referred to the above must be appropriate/ recognisable experience in the specific speciality after registration in the specific speciality. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.

**DUTIES** : Coordination of optimal, holistic specialized nursing care provided within set standard and professional/ legal framework. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Provide direct and indirect supervision of all nursing staff/ safekeeping and give guidance. Demonstrate competence in the effective management and utilization of resources. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level refer to the nurse manager. Plan/ organize and monitor the objective of the specialized unit in consultation with subordinates. Provision of effective support to nursing service by assisting with the relief of duties of supervision and partake overall specialized unit functions i.e. team building. Maintain professional growth/ ethical standard and self-development. Coordination of the provision of effective training and research.

**ENQUIRIES** : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11

**APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.

**NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The application form (Z83) must be completed in full and accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

**CLOSING DATE** : 22 September 2023

**POST 32/213** : **OPERATIONAL MANAGER (SPECIALTY) REF NO: VRH 44/2023 (X1 POST)**

**SALARY** : Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE** : Vryheid Hospital (Theatre)

**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 in Operating Theatre. Registration certificates with SANC in General Nurse, and Operating Theatre. Current registration with the SANC 2023. A minimum of 9 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing. At least 5 years of the period referred to the above must be appropriate/ recognisable experience in the specific speciality after registration in the specific speciality. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate). Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. Knowledge of Code of Conduct, Labour Relations, Conflict Management and negotiation skills. Ability to function within a team. Skills in

<b><u>DUTIES</u></b>	: organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Coordination of optimal, holistic specialized nursing care provided within set standard and professional/ legal framework. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Provide direct and indirect supervision of all nursing staff/ safekeeping and give guidance. Demonstrate competence in the effective management and utilization of resources. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level refer to the nurse manager. Plan/ organize and monitor the objective of the specialized unit in consultation with subordinates. Provision of effective support to nursing service by assisting with the relief of duties of supervision and partake overall specialized unit functions i.e. team building. Maintain professional growth/ ethical standard and self-development. Coordination of the provision of effective training and research. : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11 : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.
<b><u>NOTE</u></b>	: 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.
<b><u>CLOSING DATE</u></b>	: 22 September 2023
<b><u>POST 32/214</u></b>	: <b><u>OPERATIONAL MANAGER (SPECIALTY) REF NO: VRH 43/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	: Grade 1: R627 474 per annum. Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	: Vryheid Hospital (Labour Ward) : 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 in Advanced Midwifery Registration certificates with SANC in General Nurse, and Advanced Midwifery. Current registration with the SANC 2023. A minimum of 9 years appropriate experience/ recognisable experience in nursing after registration as professional nurse with the SANC in General nursing. At least 5 years of the period referred to the above must be appropriate/ recognisable experience in the specific speciality after registration in the specific speciality NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) Knowledge, Skills, Training and Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.
<b><u>DUTIES</u></b>	:	Coordination of optimal, holistic specialized nursing care provided within set standard and professional/ legal framework. Advocates implementation of code of ethics for nurses, including all aspects like confidentiality, autonomy and accountability Provide direct and indirect supervision of all nursing staff/ safekeeping and give guidance. Demonstrate competence in the effective management and utilization of resources. Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Delegate duties and support staff in the execution of patient care delivery. Execute disciplinary code and grievance procedure up to a certain level refer to the nurse manager. Plan/ organize and monitor the objective of the specialized unit in consultation with subordinates. Provision of effective support to nursing service by assisting with the relief of duties of supervision and partake overall specialized unit functions i.e. team building. Maintain professional growth/ ethical standard and self-development. Coordination of the provision of effective training and research.
<b><u>ENQUIRIES</u></b>	:	Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9 NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office
<b><u>NOTE</u></b>	:	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 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.
<b><u>CLOSING DATE</u></b>	:	22 September 2023
<b><u>POST 32/215</u></b>	:	<b><u>OPERATIONAL MANAGER (PHC) REF NO: NGWE 113/2023</u></b> Department: Isiboniso Clinic
<b><u>SALARY</u></b>	:	R627 474 – R703 752 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements) Plus 8% Inhospitable Allowance
<b><u>CENTRE</u></b>	:	Ngwelezana Hospital
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12. Diploma / Degree in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Knowledge, Skills, Attributes and Abilities: In depth understanding of nursing legislation and related legal and ethical

nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills. Leadership, organizational, decision-making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.

**DUTIES**

: Ensure effective clinical governance through quality improvement processes-clinical auditing, process mapping and management of health risks. Monitor and evaluate the performance of primary health care services within the designated service area in line with public health indicators. Analyse health policies and programs with the view to develop customized implementation strategies to guide the primary health care service providers in service area towards complying with stated norms and standards. Ensure effective performance management of staff in line with Performance Management and Development system policy of the department. Effective management of complaints, ideal clinic, and national core standards initiatives prioritization. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure the disciplinary measures are implemented according to labour relations act. Reduce the burden of diseases. Ensures effective, efficient and economical use of resources. Implement key CARMMA Components. Ensure proper and efficient data management at all level of care and is timeously submitted to facility information officer. Work in collaboration with internal and external stakeholders within uMhlathuze sub-district.

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

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

: 22 September 2023

**POST 32/216** : **OPERATIONAL MANAGER SPECIALTY – OBSTETRICS & GYNAE REF NO: GJGM67/2023 (X1 POST)**  
Component: Nursing Management Services

**SALARY** : R627 474 per annum. Other Benefits: 13<sup>th</sup> Cheque, Homeowners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements). Other benefits: 8% Inhospital Allowance.

**CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital  
: Senior Certificate. A Minimum of Seven (7) years appropriate recognizable experience in Nursing after registration as a Professional Nurse with midwifery. Five (5) years post basic qualification in Midwifery and Neonatal Nursing Science (Advanced Midwifery). Registration with SANC. Recommendations: Diploma/Degree in Nursing Management. Knowledge, Skills and Competencies: Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of norms and standards and ideal hospital realization and maintenance framework. Good communication skills. Supervisory and analytical thinking skills. Application of the APIER and SMART approach. Ability to work under pressure. Willingness to work shifts, night duty, weekends and public holidays including hours when the need arises.

**DUTIES** : Ensure that maternal and neonatal programmes are implemented. Develop and implement standards, practices and indicators for maternal and neonatal care. Ensure elimination of mother to child transmission of HIV is maintained through the implementation of relevant policies and guidelines. Facilitate and monitor ESMOE, BANC, PPIP and HBB in the unit. Improve data management system and ensure timeous submission to FIO. Ensure effective utilization of resources. Ensure adherence to the principles of IPC practices in the unit. Monitor and evaluate staff performance (EPMDS). Implement plan of action in Obstetric emergency situation according to protocols, SOP and guidelines. Maintain constructive working relationship with multidisciplinary team members.

**ENQUIRIES APPLICATIONS** : Mrs DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6000  
: Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

**FOR ATTENTION NOTE** : Mr. T Latha  
: 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](http://www.kznhealth.gov.za) 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. 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. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 29 September 2023
- POST 32/217** : **PNB3 OPERATIONAL MANAGER PHC SUPERVISOR REF NO: SMCHC 08/2023 (X1 POST)**  
Directorate: SMCHC
- SALARY** : R627 474 – R703 752 per annum. Plus 12% rural allowance. Plus 13<sup>th</sup> Cheque, Medical Aid (optional), Housing/Home Owners allowance (Employee must meet prescribed conditions)
- CENTRE** : St Margaret's Community Health Centre
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2023). Basic R425 qualification (i.e. Degree, Diploma in Nursing qualification that allows registration with South African Nursing Council as a Professional Nurse. Registration with SANC General Nurse (Current South African Nursing Council receipt –license to practice 2023. A Post basic qualification in Primary Health Care with duration of at least one year, accredited with the South African Nursing Council PHC. A minimum of 9 years recognizable experience in Nursing after registration as a professional Nurse and Midwifery with the SANC in General Nursing. At least 5 years of the period referred to (as 9 years recognizable experience) must be recognizable experience in PHC specialty after obtaining 1 year post basic qualification in PHC. Recommendations: HIV/AIDS Certificate, Driver's License, Computer Certificate and NIMART Training. Knowledge, Skills, Training and Competence Required: In depth understanding of nursing legislature and related legal and ethical practices and how it impacts on service of nursing; e.g. Nursing Act; Occupation health and Safety Act, Patient Right's Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy; Basic understanding of Human Resource and financial policies and practices; Effective Communication skills with stakeholders; Teamwork, and report writing skills; Leadership, organizational, decision making and problem solving abilities; Diversity Management and Change Management; Interpersonal Relations and Basic Computer skills.
- DUTIES** : Provide primary health care supervision, monitoring and evaluation of system for all clinics under St Margaret's CHC. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by St Margaret's Community Health Centre. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Ensure effective performance management of staff in line Performance management and Development system policy of the department. Effective management of complaints, ideal clinic and national core standards initiatives prioritization. Ensure effective utilization of resource allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly and equally. Ensure effective records management and submission of monthly report/ stats accordingly. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives.
- ENQUIRIES** : All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222.
- APPLICATIONS** : Applications must be directed St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location, UMzimkhulu, 3297. All online applications should be forwarded to this Email Address: [StmargaretsHospital.JobApp@kznhealth.gov.za](mailto:StmargaretsHospital.JobApp@kznhealth.gov.za)
- FOR ATTENTION NOTE** : Mr. TL Nzimande: Human Resource Manager  
: An application for employment Form (Z83) must duly be completed and forwarded which is obtainable from any Public Service Department or from the website

www.kznhealth.gov.za. Note: Applicants are Not required to submit copies of qualifications and other relevant documents on application but must submit the z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC08/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T claims covering transport fees to the interview venue.

- CLOSING DATE** : 29 September 2023
- POST 32/218** : **OPERATIONAL MANAGER NURSING (SPECIALTY STREAM) REF NO: UMZ09/2023 (X1 POST)**
- SALARY** : R627 474 per annum .13th cheque, housing allowance (employee to meet Prescribed requirements), medical aid (optional).
- CENTRE** : Umzimkhulu Hospital
- REQUIREMENTS** : Senior Certificate/Matric or equivalent qualification. Degree/Diploma in General Nursing (R425 qualification or equivalent) that allows registration with the SANC as a Professional Nurse. Registration Certificate with SANC as a Professional Nurse. Diploma in Post Basic Psychiatric Nursing Science/Advanced Psychiatric Nursing with a duration of at least one year, accredited with the South African Nursing Council. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in Psychiatric Nursing Specialty. Registration with South African Nursing Council as a General and Psychiatric Nurse (2023 SANC receipt). Certificate of service which is obtainable from your Human resource office, previous or current experience. Knowledge, skills, training and competencies required: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Knowledge of National Core Standards, Ideal Hospital Realization, Infection Prevention and Control programmes and Mental Health Care Act. Basic understanding of Human Resources Management and Financial Management policies and practices. Good verbal and written communication skills, time management, and report writing skills Decision making, analytical thinking, problem solving and report writing skills. Supervisory and change management skills. Interpersonal skills, conflict management skills, problem solving and decision making skills.
- DUTIES** : Demonstrate basic computer literacy as a support tool to enhance service delivery. Participate in planning, organizing and monitoring of objectives of the unit in line with strategic and operational plan of the institution. Ensure a comprehensive clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the legislative framework and National Core Standards. Supervise and ensure the provision of effective and efficient patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Ensure provision of optimal, holistic, specialized care in accordance with laws and regulations relevant to nursing and health care in the unit. Provide relevant health information to health care users to assist in achieving optimal health care and rehabilitation of patients. Ensure that all programs related to psychiatric nursing are implemented. Provide guidance and support in management of psychiatric patients. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Maintain professional growth/ethical standards and development of self and personnel, by analysing their needs, formulating and

implementing the training and developmental strategies and monitoring its effectiveness. Ensure compliance to professionalism and ethical practice. Manage and monitor proper utilization of human resources, financial and physical resources. Monitor and evaluate staff performance (EPMDS) and deal with identified developmental needs. Exercise control over discipline and manage grievances and staff conflicts in terms of laid down policies and procedures. Provide a safe therapeutic environment as laid down by the Occupational Health and Safety Act and all other applicable prescripts. Manage complaints and patient safety incidents according to departmental policies. Ensure effective records management, data management and timeous submission of monthly reports Monitor and ensure that all nurses are licensed to practice. Perform duties as delegated by the supervisor and relief duties of the Assistant Manager's Office as requested.

**ENQUIRIES  
APPLICATIONS**

: Ms. P.N. Mbelu Tel No: (039) 259 0310, ext. 111  
 : Applications to be forwarded to the Human Resource Manager, Umzimkhulu Hospital, Private Bag X514, Umzimkhulu, 3297 or Drop Off in the application Box, Umzimkhulu Hospital or email: Nkosinathi.bangani@kznhealth.gov.za

**FOR ATTENTION  
NOTE**

: Mr. E.N. Bangani  
 : Directions to candidates: The following documents must be submitted: Application for employment form (Z83 fully completed), which is obtained at any Government Department or from the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za) Educational qualifications, SANC registration certificates, Driver's License, ID Copy, SANC receipts and proof of Experience will be requested from shortlisted candidates only, don't include in your application. The reference number must be indicated in the column provided on the form Z83, e.g. UMZ 02/2018. Failure to comply with the above instruction will lead to disqualification of applicants. Please note that due to the large number of applications, we anticipate to receive applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and resettlement claims will be considered for payment to candidates that are invited to interviews. Please note that pre-employment screening and verification process, including CIPC, criminal records verification will be undertaken. It is applicant responsibility to have foreign qualifications and national certificate (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. This department is an equal opportunity, affirmative action employer whose aim is to promote respectively in all levels of all occupational categories in the department. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 22 September 2023

**POST 32/219**

: **CLINICAL PROGRAM COORDINATOR: QUALITY ASSURANCE REF NO: EMS/37/2023**

**SALARY**

: R497 193 per annum. Other Benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, Housing allowance (employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Emmaus Hospital  
 : Senior Certificate (Grade 12). Diploma/ Degree in general nursing and midwifery that allows Registration certificate with SANC as a professional nurse. A minimum of 7 years appropriate /recognizable experience in nursing after registration as a professional nurse with SANC as a general nurse and midwifery. Current SANC Receipt.2023. Knowledge & Skills: Knowledge of legislation current public service, health related legislations and quality assurance framework. Knowledge of hospital quality assurance practices, risk management and patient safety incident reporting. Knowledge of hospital quality functions and operations. Practical experience in quality assurance and accreditation. Knowledge of national and provincial priority programmes and guidelines. Knowledge of clinical governance framework and implementation. Knowledge of norms and standards and ideal hospital realization and maintenance framework. Ability of critically analyses complex information and to interpret hat in relation to performance, health outcomes relevant o institution and performance reports. Proficient in the application of computer software packages. Strong leadership, planning and organizational skill. Project

		management skill. Decision making skill and problem solving skills. Ability to work independently and under pressure. High level of communication skill both written and verbal. Data management skill.
<b><u>DUTIES</u></b>	:	Develop and implement a quality assurance programmes within the institution and satellite clinics. Facilitate and ensure effective functioning of the sub-district quality assurance committee. Ensure assessment are conducted and monitor the compliance of the institution to quality programs for regulated norms and standards ideal clinic and health hospital realization and maintenance framework. Conduct surveys waiting time surveys patient experience of care within the institution and satellite clinics. Monitor the implementation of quality improvement plans from regulated norms and standards ideal clinic and ideal hospital realization and maintenance assessments on a quarterly basis through quality assurance random departmental rounds/clinic support visits and progress reports. Facilitate and participate in the development of institution standard operating procedures and protocols with regards to quality. Reporting and monitoring of all patient safety incident in the sub-disrict.re-enforce and in still a good clinical and corporate governance culture. Monitor evaluate and report on the delivery of quality care at sub-districts level including clinical care waiting times and patients experience of care in the institution and the satellite clinics. Provide in-service training on relevant quality assurance issues. Facilitate clinical audits and ensure implementation of action plans on identified gaps. Maintain accurate reports and records of quality assessment and ensure timeous intervention on non-compliance. Provide advice on various aspects of quality care to all departments within the institution and the satellite clinics and PHC mobiles. Compile and submits monthly/quarterly reports to senior management for timeous submission to the districts. Develop and implement quality assurance operational plan and participate in the development of the institutional plan develop and implement the business plan for quality assurance department and exercise control over utilization of such budget. Represent the sub-districts in the district's quality improvement committees. perform quality improvement audits surveys and assessments according o plans and reports of senior management. Monitor and evaluate delivery of quality care at the hospital and the satellite clinics.
<b><u>ENQUIRES APPLICATIONS</u></b>	:	Mrs. K.S Dunne Tel No: (036) 488 8224
	:	Please forward the application quoting the reference number to the Department of Health, Private Bag X16, Winterton, 3340. Hand delivered applications may be submitted at Human Resource Registry, Emmaus Hospital.
<b><u>FOR ATTENTION NOTE</u></b>	:	Human Resource Manager
	:	Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement allowance will be paid for interview attendance.
<b><u>CLOSING DATE</u></b>	:	22 September 2023 at 16:00
<b><u>POST 32/220</u></b>	:	<b><u>OPERATIONAL MANAGER NURSING (GENERAL STREAM) REF NO: NGWE 114/2023</u></b> Department: Medical Ward
<b><u>SALARY</u></b>	:	R497 193 – R559 686 per annum. Other Benefits: 13 <sup>th</sup> Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements) Plus 8% Inhospitable Allowance Plus.
<b><u>CENTRE</u></b>	:	Ngwelezana Hospital

**REQUIREMENTS**

: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 7 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.

**DUTIES**

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

**ENQUIRIES**

: Ms. RM Sithole Tel No: (035) 901 7258

**APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

: Mr MP Zungu

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

Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands.

- CLOSING DATE** : 22 September 2023
- POST 32/221** : **CLINICAL PROGRAMME CO-ORDINATOR (QUALITY ASSURANCE) REF NO: ILE 14/2023 (X1 POST)**  
Component: ILE: DIV HSD MON & EVAL
- SALARY** : R497 193.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) Degree / Diploma in General Nursing, Current registration with SANC as General Nurse. A minimum of 7 years appropriate/ recognizable nursing experience as a General Nurse. Valid Driver's License (Code 8). Computer Literacy Ms Office (Word, Excel, Outlook & PowerPoint). NB: all the above mentioned documents need not be attached on application will be requested (only if shortlisted). Strong interpersonal and communication skills. Report writing. Knowledge on District Health systems. Knowledge of relevant regulation and policies. Ability to translate and transform objectives into practical plan. Leadership, organizational, decision making and problem-solving abilities within the DHS framework. Information Management Skills. Ability To Work Under Pressure. Sound Project Management Skills. A Strong Policing/ Auditing Attitude. Previous and current work experience (Certificate/S of service) endorsed and stamped by HR Office will be requested (only if shortlisted).
- DUTIES** : Manage the implementation of Quality Assurance plans in the District. Monitor the improvement of service delivery in order to satisfy the requirement of the district client base. Ensure the development of a culture which is sensitive to Quality Assurance issues among health workers at all levels. Conduct inspections to ensure that Quality Assurance plans are implemented and that practices are according to specified policy. Monitor Quality Assurance indicators and report thereon to assist in the improvement of service delivery at all district health institutions. Identify best practice and implement these to continuously advance Quality Assurance procedures and practices. Perform training and guidance activities to instil a culture of service delivery in all service areas within the district. Interact with university and Ideal clinic role players to enhance the Quality Assurance procedures and practices. Evaluate the extent to which the service delivery improvement plans are implemented. Report on Quality Assurance statistics and practices including understanding of policy intentions.
- ENQUIRIES** : Dr R Sahadeo (Dep District Director: Plan M&E) Tel No: (032) 437 3500
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within

two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

- CLOSING DATE** : 29 September 2023
- POST 32/222** : **OPERATIONAL MANAGER NURSING (GENERAL STREAM): NIGHT DUTY REF NO: ADD/OM36/2023 (X1 POST)**
- SALARY** : R497 193 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)
- CENTRE** : Addington Hospital: KwaZulu Natal
- REQUIREMENTS** : Grade 12 /Senior certificate, Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt with SANC (2023). Certificate of Service. Experience: A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions Basic Computer skills.
- DUTIES** : Provide comprehensive, quality nursing care to patients/clients in a specialty unit in a cost-effective, efficient manner. Assist in planning, organizing and monitoring of objectives of the specialised unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and expectations (Batho Pele). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.
- ENQUIRIES** : Matron B.N Ndhlovu Tel No: (031) 327 2000
- APPLICATIONS** : All documents to be posted to: Addington Hospital, P O Box 977, Durban, 4000 or Dropped off in the "Application Box ", at the Security Dept-Staff Entrance, Prince Street entrance, Addington Hospital, South Beach, Durban.
- FOR ATTENTION** : Human Resource Department

**NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S&T and settlement claims will be considered for payment to candidates that are invited for the interview.

**CLOSING DATE** : 22 September 2023

**POST 32/223** : **OPERATIONAL MANAGER GENERAL STREAM GRADE 1, 2 REF NO: CTK 24 / 2023**  
Branch: Human Resources

**SALARY CENTRE REQUIREMENTS** : R497 193 per annum, plus 8% rural allowance  
: Christ the King Hospital  
: Grade 12 qualification. Basic R425 qualification i.e. diploma/degree in nursing or equivalent qualification that allows registration with the nursing South African Council as a Professional Nurse. Current registration with the South African Nursing Council (SANC) 2023. A minimum of 7 years appropriate/recognisable experience in nursing after registration and Professional Nurse with the SANC in General Nursing. Certificate of service endorsed by HR Recommendations: Computer literacy, Diploma in Nursing Administration / Health Service Management. Knowledge and Skills: Ability to interact with diverse stakeholders and health care users Good verbal and communication skills Facilitation and co-ordination skills. Problem solving skills. Ability to plan, organize and to manage conflicts. Ability to work with the team.

**DUTIES** : Supervise service delivery and develop all practices and systems to ensure provision of an effective patient care through health promotion programs and adherence to quality improvement practices Maintain constructive working relationships with nursing and other stake holders Manage and monitor proper utilization of human, financial, physical and material resources. Participate in the analysis, formulation and implementation of nursing guidelines, standards and procedures Develop and control risk management in the unit Manage grievances according to prescripts Ensure implementation of EPMDS in the unit Deputize Assistant Manager Nursing both on night and day duty Ensure implementation of National Core Standards in the unit.

**ENQUIRES APPLICATIONS** : Miss MLN Mthembu Tel No: (039) 834 7500, Ext No. 7503  
: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276

**FOR ATTENTION NOTE** : Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500  
: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State

Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.

**CLOSING DATE**

:

22 September 2023

**POST 32/224**

:

**OPERATIONAL MANAGER NURSING (GENERAL STREAM): SURGICAL REF NO: ADD/SUR37/2023 (X1 POST)**

**SALARY**

:

R497 193 per annum. Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

**CENTRE**

:

Addington Hospital: KwaZulu Natal

**REQUIREMENTS**

:

Grade 12 /Senior certificate, Degree/Diploma in General Nursing and Midwifery. Registration Certificate with SANC as a General Nurse and Midwife. Current registration receipt with SANC (2023). Certificate of Service. Experience: A minimum of seven (7) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills. Project Management skills. Must have good knowledge of Cardiac Conditions Basic Computer skills.

**DUTIES**

:

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

**ENQUIRIES**

:

Matron B.N Ndhlovu Tel No: (031) 327 2000

**APPLICATIONS**

:

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

**FOR ATTENTION**

:

Human Resource Department

**NOTE**

:

Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications

will NOT be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S&T and settlement claims will be considered for payment to candidates that are invited for the interview.

- CLOSING DATE** : 22 September 2023
- POST 32/225** : **PROFESSIONAL NURSE SPECIALTY ADM (MATERNITY) (X1 POST)**
- SALARY** : R431 265 - R497 193 per annum. Other Benefits: Medical Aid (Optional) 13<sup>th</sup> Cheque, 8% Rural allowance, Housing allowance (employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** :  
 : Emmaus District Hospital  
 : Grade 12 certificate /Senior Certificate, Diploma/Degree in general Nursing Science and Midwifery, A minimum of 4 years appropriate/ recognizable nursing experience after registration as a professional nurse with SANC, Post basic qualification with duration of at least one year accredited with SANC in advanced Midwifery and Neonatal Nursing Science, Only shortlisted candidates will submit proof Knowledge & Skills Leadership, Management, planning, organizing and co-ordination skills, Knowledge of relevant acts, prescripts, policies and procedures governing health care services delivery, Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures and best practices in nursing care service delivery. Good communication, interpersonal, negotiation, decision-making, problem solving, conflict management, counselling, teaching, mentorship and supervisory skills.
- DUTIES** : Provide holistic nursing care to patients in all clinic streams in a cost effective and efficient manner, To execute duties and functions with proficiency in support of the vision, mission and strategic objectives of the institution and within the prescripts of all other legislations. Ensure utilization of maternal and guidelines and protocols. Ensure Effective Data Management. To participate in the sub- district perinatal meetings ensuring compliance in MNCWH programmes. Ensure reporting of within his/her unit. Take charge of the unit during the absence of Operation Manager and manage unit accordingly. Provision of nursing care that lead to improved services delivery. Ensure that clinical governance principles are adhered too and ensure that audits are conducted. Ensure that all quality and infection control initiatives are adhered i.e. OHSC/idea Hospital, Evaluation and monitor compliance with clinical protocols, norms and standards of the hospital, Ensure staff ongoing education and training on OSMOE, MBFI, EMTCT etc. Do readjustments as required on the shift to provide adequate nursing coverage. Monitor implementation of EPMDS and EPOC. Participate in implementation of EPMDS and EMTCT. Project and advocate rights of the patient regarding health care. Audit patients records and monitoring of results. Utilize knowledge of development and life stages in the provision of overall care of pregnant women and neonates. Take responsibility and accountability for own decisions, actions or omissions in maternity care delivery. Participates in ethical decisions making within the multidisciplinary team. Utilizes a family centered approach in providing maternal& neonatal nursing care. Ensure implementation of mother baby friendly initiatives.
- ENQUIRIES APPLICATIONS** : Ms. T.N Maphumulo Tel No: (036) 488 1570, ext. 8315  
 : 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 District Hospital.
- FOR ATTENTION NOTE** : Human Resource Manager  
 : Application should be submitted on the most recent form Z83 obtainable from any Public Service Department and should be accompanied by a comprehensive CV only (with detailed previous experience). Only shortlisted candidates will be required to submit certified copies of qualifications.ID and driver's license (certified

copies of certificates should not be older than six months) on or before the day of the interview following communication from Human Resources. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subjected to personnel suitability checks and other vetting procedures. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. NB: No Subsistence and Travelling, Resettlement Allowance will be paid for interview attendance.

- CLOSING DATE** : 22 September 2023
- POST 32/226** : **PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1,2 REF NO: NGWE 115/2023**  
Department: Various Clinics
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 7200 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- CENTRE REQUIREMENTS** : Ngwelezana Hospital  
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as Professional Nurse. A post basic qualification in Advanced Midwifery and Neonatal Nursing Science. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Registration with the SANC as a Professional Nurse Knowledge, Skills, Attributes and Abilities Knowledge SANC rules and regulations. Knowledge of Nursing procedures, relevant Acts and policies. Knowledge of Batho Pele principles and Patient's Right Charter. Knowledge of Code of Conduct and labour relations. Good communication and interpersonal skills. Decision making and problem solving skills. Basic Financial management.
- DUTIES** : Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE; KING; Helping Babies to breath and ensure IMCI programmes are properly Implemented. Implement BANC and other Antenatal care programmes to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programmes within the maternity unit. Manage the utilization and supervision of the resources. Coordinate the provision of effective training and research, focusing on the programmes aimed at the improvement of the maternal and child health. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programmes e.g. IDEAL Clinic realization and maintenance (ICRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing service e.g. assist with relief duties to nursing management.
- ENQUIRIES APPLICATIONS** : Mr. S Mtshali Tel No: (035) 901 7298 / 7224  
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION  
NOTE**

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

: 22 September 2023

**POST 32/227**

: **PROFESSIONAL NURSE SPECIALTY (ADVANCE MIDWIFE) REF NO:  
EB24/2023 (X2 POSTS)**

**SALARY**

: R431 265 – R497 193 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), home owners allowance (employees must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: East Boom CHC  
: National senior certificate / Grade 12 or equivalent, Diploma / Degree in General nursing and Midwifery or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse, Current registration with the SANC 2023 as a General and Advanced Midwife, One (1) Year post basic qualification in Advanced Midwifery accredited with the SANC, A minimum of four (4) years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Knowledge, Skills, Trainings and Competencies Required for the post: 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**

: Provision of optimal, holistic specialized nursing care with set standards and within a professional legal framework, 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, Implement activities aimed at the improvement of women's health, Ensure high quality nursing care is rendered to all clients accessing maternal services in the facility by considering CARMA objectives, ESMOE, KINC, Helping Babies Breath (HBB)and safe Caesarean checklist, Identify high risk clients during ante-natal and post-natal periods, manage and refer, accordingly, Ensure that other antenatal care programs i.e. BANC are

implemented to enhance, antenatal care to all pregnant women, Ensure implementation and integration of HAST programs in O&G departments within the facility, Ensure accurate and proper record keeping for statistical purposes, Ensure adherence to the principles of infection prevention and control practices in the unit., Assess and identify the relationship between normal physiological and specific system, alterations associated with problems, disorders and treatment in the pregnancy, labour, puerperium and neonates, Able to identify, manage, assist medical officer and refer obstetric emergencies according to protocols and guidelines, Participate in training, monitoring and research with a view to increasing the body of knowledge in the midwifery practice. Assist in planning and coordinating of training and promote learning opportunities for all nursing categories, Ensure compliance to quality, IPC, Ideal Hospital realization and maintenance (IHRM), and Norms and Standards, Complete patient related data, partake in PPIP and attend peri-natal meetings, Collate and analyse data before submitting to the next level, Promote, instil and maintain discipline, professionalism and work ethics among, employees, Manage the utilization and supervision of resources, Demonstrate an in depth understanding of legislation and related ethical nursing, practices and how this impact on service delivery, Maintain a constructive working relationship with multidisciplinary team members, Monitor and report patient safety incidence and patients' complaints, Assist in orientation, induction and mentoring of staff.

- ENQUIRIES** : Mrs S Gopichand Tel No: (033) 264 4900
- APPLICATIONS** : 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.
- CLOSING DATE** : 22 September 2023
- POST 32/228** : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE & SDU REF NO: CBH34/ 2023 (X1 POST)**
- SALARY** : R431 265 – R497 193 per annum. Other Benefits: Medical Aid: optional, commuted overtime, 13<sup>th</sup> Cheque 8% Rural Allowance
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery. A Post Basic Diploma in Operating Theatre. A minimum of 4 years appropriate / recognizable experience after registration as a professional with SANC. Only shortlisted candidates will be required to submit proof of all documents Sound knowledge of latest technology in Theatre Nursing. Sound knowledge of nursing care. Sound of nursing care delivery approach. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.
- DUTIES** : Ability to handle all operations and able to operate all theatre equipment and ensure safe keeping and utilization. Provide safe, therapeutic environment as laid down by Nursing Act. Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework. Delegate duties and support staff in the execution of patient care. Effective utilization of human and material resources. Assist with supervision of the unit in the absence of the Operational Manager. Ability to manage all operations and emergencies in the absence of other qualified staff. Manage SDU and keep records. To partake in overall specialized unit functions. Good management of all resources within the unit. Only shortlisted candidates will be required to submit proof of all documents.
- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8402
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za), A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other

relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above-mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male 22 September 2023

**CLOSING DATE**

**POST 32/229**

**PROFESSIONAL NURSE SPECIALTY: TRAUMA UNIT REF NO: ADD//TRAUMA34 /2023 (X1 POST)**

**SALARY**

Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

**CENTRE REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

Matron B.N Ndhlovu Tel No: (031) 327 2000

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

**FOR ATTENTION NOTE** : Human Resource Department  
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S&T and settlement claims will be considered for payment to candidates that are invited for the interview.

**CLOSING DATE** : 22 September 2023

**POST 32/230** : **PROFESSIONAL NURSE SPECIALTY: OPERATING THEATRE REF NO: ADD/OT33 /2023 (X1 POST)**

**SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum  
Plus 13th Cheque, Medical Aid: Optional, Housing Allowance (Employee must meet minimum requirements)

**CENTRE REQUIREMENTS** : Addington Hospital: KwaZulu Natal  
: Degree/Diploma in General Nursing. Registration Certificate with SANC as a General Nurse. Degree/Diploma – Post Basic qualification in Operating Theatre Nursing Science. Post Basic registration certificate accredited by SANC in the relevant Specialty. Current registration receipt with SANC (2023). Certificate of Service. Experience **Grade 1:** A minimum of 4 years appropriate recognizable experience in Nursing after registration as a Professional Nurse with the South African Nursing Council. A post-basic Qualification with duration of at least 1 year in the relevant Specialty-Operating Theatre. Experience **Grade 2:** A minimum of 14 years appropriate recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/Recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty-Operating Theatre. Recommendation: At least 1 – 2 years' experience in Operating Theatre Nursing would be an advantage. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem-solving skills. Conflict management and negotiation skills. Must have good knowledge of Cardiac Conditions. Project Management skills. Basic Computer skills.

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

with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the analysis and formulation of nursing policies and procedures. Assist in EPMDS evaluation of staff within the unit and participate in monitoring the training need of staff. Provide direct and indirect supervision of all staff within the unit and give guidance. Order appropriate level of consumables and monitor utilization. Ensure that equipment in the unit is adequate and is checked and functional. Provide for a safe, therapeutic and hygienic environment. Work effectively and amicably, at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate an understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and Management of all patients and ensure the maintenance of accurate and complete patient records.

**ENQUIRIES  
APPLICATIONS**

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

**FOR ATTENTION  
NOTE**

: Human Resource Department  
 : Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Applications are not required to submit copies of qualifications and other relevant documents on application. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints no S&T and settlement claims will be considered for payment to candidates that are invited for the interview.

**CLOSING DATE**

: 22 September 2023

**POST 32/231**

: **PROFESSIONAL NURSE GRADE 1 & 2 (SPECIALTY) RE NO: VRH 42/2023 (X1 POST)**

**SALARY**

: grade 1: R431 265 per annum  
 Grade 2: R528 696 per annum  
 Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)

**CENTRE  
REQUIREMENTS**

: Vryheid Hospital (Critical Care)  
 : 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 one year qualification in trauma and emergency nursing/ critical care nursing science. Registration certificates with SANC in General Nurse, Midwifery and Trauma and emergency Nursing/ critical care nursing science. Current registration with the SANC 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) **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 Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.
<b><u>DUTIES</u></b>	:	Nursing excellence for quality outcomes in practice, education, research, advocacy and management. Advocates implementation of Code of Ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Commitment to professional and social responsibility Demonstrate competence in the management role e.g. human and material resources and data management Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Provide optimal, holistic specialized nursing care according to the set standard and within professional and legal framework. Delegate duties and support staff in the execution of patient care delivery Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Plan/ organize and monitor the objectives of the specialized unit in consultation with subordinates.
<b><u>ENQUIRIES</u></b>	:	Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 982 2111, ext. 5916/11
<b><u>APPLICATIONS</u></b>	:	All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.
<b><u>NOTE</u></b>	:	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.
<b><u>CLOSING DATE</u></b>	:	22 September 2023
<b><u>POST 32/232</u></b>	:	<b><u>PROFESSIONAL NURSE GRADE 1 &amp; 2 (SPECIALTY) REF NO: VRH 47/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 per annum
	:	Grade 2: R528 696 per annum
	:	Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional) and Housing Allowance (Employee must meet prescribed requirements)
<b><u>CENTRE</u></b>	:	Vryheid Hospital (Theatre)
<b><u>REQUIREMENTS</u></b>	:	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 in operating theatre. Registration certificates with SANC in General Nurse, Midwifery and Operating Theatre Nursing. Current registration with the SANC 2023. NB: Proof of working experience endorsed by Human Resource, will be required from shortlisted candidates (service certificate) <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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 Competencies Required: Knowledge of Public Service Policies, Acts and Regulations. 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.

**DUTIES** : Nursing excellence for quality outcomes in practice, education, research, advocacy and management. Advocates implementation of Code of Ethics for nurses, including all aspects like confidentiality, autonomy and accountability. Commitment to professional and social responsibility Demonstrate competence in the management role e.g. human and material resources and data management Ensure availability and adherence to protocols and guidelines of the department when managing clinical condition. Provide optimal, holistic specialized nursing care according to the set standard and within professional and legal framework. Delegate duties and support staff in the execution of patient care delivery Execute disciplinary code and grievance procedure up to a certain level then refer to the nurse manager. Plan/ organize and monitor the objectives of the specialized unit in consultation with subordinates.

**ENQUIRIES** : Mrs Khumalo NJ (Deputy Manager Nursing) Tel No: (034) 9822111, ext. 5916/11  
**APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post office.

**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 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.

**CLOSING DATE** : 22 September 2023

**POST 32/233** : **CLINICAL NURSE PRACTITIONER REF NO: CTK 32/2023**  
Branch: Human Resources

**SALARY** : Grade 1: R431 265 - R497 123 per annum  
Grade 2: R528 696 - R645 720 per annum

**CENTRE** : Christ the King Hospital (Ixopo Clinic)  
**REQUIREMENTS** : Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. 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 counselling. good listening and communication skills. Co-ordination and planning skills, Team building and supervisory skills, Good interpersonal relationship skills, Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES**

: Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and monitoring of all nursing staff. Provide direct and indirect supervision of all nursing staff and to give guidance. To provide nursing care that leads to improved health service delivery by upholding principles of Batho Pele. Execute duties and functions with proficiency and perform duties according to scope of practice. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Improve the knowledge of staff and patients through health education and in service training. Implement standards, practices criteria for quality nursing. Maintain a constructive working relationship with nursing and other stakeholders. Supervision of patients' reports and intervention, keeping a good valid record on all client interventions. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assists patients to develop a sense of self-care. Strengthen data systems and treatment outcomes by assisting and capturing on Tier.net o 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.

**ENQUIRES**

: Miss S. Shezi Tel No: (039) 834 7500, Ext No. 7533.

**APPLICATIONS**

: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276

**FOR ATTENTION  
NOTE**

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. 22 September 2023

**CLOSING DATE**

: 22 September 2023

**POST 32/234**

: **PROFESSIONAL NURSE - SPECIALTY (MATERNITY) REF NO: CTK 33 / 2023**  
Branch: Human Resources

**SALARY**

: Grade 1: R431 265 - R497 123 per annum  
Grade 2: R528 696 - R645 720 per annum

**CENTRE  
REQUIREMENTS**

: Christ the King Hospital  
: Matric /Senior Certificate or equivalent qualification Degree/Diploma in General Nursing. Minimum of 4 years appropriate/recognizable experience as General Nurse. One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Current registration with South African Nursing Council. NB! Only

Shortlisted Candidates will be required to produce all relevant Qualifications and Registration Certificates as well as submit proof of work. Experience endorsed by Human Resource component / Department. Knowledge, Skills, Training, and Competencies Required: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organisational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

**DUTIES** : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E. and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi- disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

**ENQUIRES APPLICATIONS** : Miss MLN Mthembu Tel No: (039) 834 7500, Ext No. 7503.  
: Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 OR Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276

**FOR ATTENTION NOTE** : Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500  
: The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constrains no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department.  
22 September 2023

**CLOSING DATE** : 22 September 2023  
**POST 32/235** : **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 48/2023 (X4 POSTS)**

**SALARY** : Grade 1: R431 265 - R497 193 per annum  
Grade 2: R528 696 - R645 720 per annum  
Other Benefits: 12% Rural Allowance, 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE REQUIREMENTS** : Ntombiyephahla Clinic  
: An appropriate B degree/Diploma in General nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse. Post basic qualification with the duration of at least 1- year qualification in Curative Skills in Clinical Nursing Science, Health Assessment, Treatment and Care accredited with the SANC. Registration certificates with SANC as a General Nurse, Midwifery and

Clinical Nursing Science. Current proof of registration with SANC for 2023 will be required from shortlisted candidates. NB: Proof of current/previous work experience endorsed and stamped by the employer will be required from shortlisted candidates **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 Competencies Required: Knowledge of nursing care processes and procedure. Knowledge of Nursing Act, Health Act, Occupational Health and Safety Act. Display a concern for patients, promoting and advocating proper treatment. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Report writing skill.

**DUTIES** : Perform a clinical nursing science in accordance with the scope of practice and nursing standards as determined for a primary health care facility. Promote quality of nursing care as directed by the professional scope of practice and standards as determined for a primary health care facility. Demonstrate a basic understanding of nursing legislation and related legal and ethical nursing practices within a primary health care environment. Work effectively and amicably at a supervisory level, with person of divert intellectual, cultural race or religious differences. Able to manage own work, time and that of junior colleagues to ensure proper nursing service in a unit. Develop contacts, build and maintain a network of professional relations in order to enhance service delivery.

**ENQUIRIES** : Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext. 5918  
**APPLICATIONS** : All applications should be forwarded to: Assistant Director: HRM Vryheid District Hospital Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource Office no 9. NB: Applicants are encouraged to used courier service since we are experiencing challenges with post offices

**CLOSING DATE** : 22 September 2023

**POST 32/236** : **CLINICAL NURSE PRACTITIONER: PHC REF NO: EST/59/2023 (X1 POST)**

**SALARY** : Grade 1: R431 265 – R497 193 per annum  
 Grade 2: R528 696 – R645 720 per annum  
 Other Benefits: 13<sup>th</sup> Cheque, Medical Aid (Optional), Home Owner Allowance (Employee must meet prescribed requirements) and 8% Rural Allowance

**CENTRE** : Estcourt District Hospital (Wembezi Clinic)  
**REQUIREMENTS** : Senior Certificate – Grade 12, Degree/Diploma in General Nursing and Midwifery plus 1 year post basic Qualification in primary Health Care, Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Experience: **Grade 1** A minimum of 4 years appropriate/ recognized experience in nursing after registration as Professional with SANC in general nursing. **Grade 2:** A minimum of 14 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate/ recognizable experience after obtaining the one year post basic qualification in primary Health Care. Knowledge, Skills and Competencies: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing principles, Good interpersonal relationship skills and good listening skills, Good communication and problem solving skills, Co-ordination and planning skills, Ability to relieve in the services areas, Team building and supervisory skills, Ability to formulate patient care related care related policies.

**DUTIES** : Demonstrate effective communication with patients, supervisors and other clinicians, including report writing. Assist the unit manager with overall management and necessary support for effective functioning in the clinic. Work as part of a multidisciplinary team to ensure good Nursing Care in the clinic. Promote preventive and promotive health for clients and the community in the clinic. Ensure proper utilization of human, material and financial resources and maintain updated records of resources in the clinic. Must be able to handle obstetric and emergencies and high risk conditions. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in the clinic. To provide nursing care that

leads to improve service delivery by upholding Batho Pele principles. Maintain clinical competencies by ensuring that scientific principles of nursing are implemented in the clinic. Supervision of patients and provision of basic patient needs e.g. oxygen, nutrition, elimination fluids and electrolyte balance, safe and therapeutically environment in the clinic using EDL guidelines. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observation of patient in the clinic. Motivate staff regarding development in order to increase level of expertise and assist patient to develop a sense of self care. Ensure proper utilization and safe keeping of basic medical, surgical pharmaceutical and stock.

- ENQUIRES APPLICATIONS** : Z.E. Mhlanga Tel No: (036) 342 7232  
: All documents to be posted to: The Chief Executive Officer, Estcourt District Hospital, Private Bag X 7058, Estcourt, 3310 for the attention of Human Resource Section or be hand delivered to Human Resource Office, (Estcourt Hospital) No. 01 Old Main Road Estcourt.
- NOTE** : Applications should be submitted on the new Z83 form obtainable from any Public Service Department or at [www.kznhealth.gov.za](http://www.kznhealth.gov.za) website and should be accompanied by a comprehensive CV (previous experience must be comprehensively detailed Please note that to due financial constraints no S&T will be considered for payment to candidates that are invited for interviews. This Department is an equal opportunity, Affirmative Action employer, whose aim is to promote representatively in all levels of all occupational categories in the Department. People with disabilities are encouraged to apply.
- CLOSING DATE** : 22 September 2023
- POST 32/237** : **PROFESSIONAL NURSE SPECIALTY–NEPHROLOGY REF NO: GJGM66/2023 (X1 POST)**  
Component: Nursing Management Services
- SALARY** : Grade 1: R431 265 per annum  
Grade 2: R528 696 per annum
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital  
: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least One (1) year accredited with SANC in the specialty – Nephrology Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Nephrology Nursing Science. A minimum of Ten (10) years appropriate or recognizable experience in nursing after registration as a Professional Nurse after obtaining a 1 year post basic qualification in Nephrology Nursing. Other benefits: 8% Inhospitable Allowance. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good verbal and written communication and report writing skills. Decision making and problem solving skills. Conflict management and negotiation skills. Project management skills. Basic computer skills.
- DUTIES** : Assist in planning, organizing and monitoring of objectives of the special unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organise own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients needs, requirements and expectations (Batho Pele). Able to access, plan and take care of patients on dialysis and report any abnormalities to the doctor. Work as part of a multi-disciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and clinicians including report writing when required. Ensure compliance with all National, Provincial and Professional prescripts in order to render a safe patient service and improve client satisfaction. Participate in the development, analysis and formulation of nursing policies and standard operating procedures. Participate in the compilation of the procurement plan for the unit. Assist in EPMDS evaluation of

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

**ENQUIRIES** : Ms M Stevens (Assistant Nursing Manager – Internal Medicine) Tel No: (032) 437 6034

**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 NOTE** : Mr. T Latha  
: 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](http://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). 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. 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. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

**CLOSING DATE** : 29 September 2023

**POST 32/238** : **PROFESSIONAL NURSE SPECIALTY GRAD 1 OR 2 REF NO: DPKISMH 44/2023 (X1 POST)**  
Component: Theatre

**SALARY** : Grade 1: R431 265 – R497 193.per annum  
Grade 2: R528 696 – R645 720.per annum  
Benefits: 13th Cheque plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)

**CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital  
: **Grade 1:** A minimum of four (04) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing.  
**Grade 2:** A minimum of fourteen (14) years appropriate /recognizable experience after registration as a Professional Nurse with SANC in General Nursing. At least

ten (10) years of the period referred to above must be appropriate /recognizable experience after obtaining the One year Post Basic qualification in the relevant specialty. Senior Certificate/Grade 12 or Equivalent. Degree /Diploma in General Nursing and Midwifery. One year Post Basic Qualification in Operating Theatre Nursing Science. Current Registration with SANC as a Professional Nurse (2023 receipt). A minimum of four (04) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing. Proof of current/previous work experience endorsed and stamped by HR. Successful candidate will have to spend minimum one year in service. Unendorsed valid Code B driver's license (Code 08). Certificate of Service endorsed by Human Resource Department. Knowledge Skills Training and Competencies Required: Knowledge of Nursing Care, Processes and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Financial and Budgetary knowledge pertaining to relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, liaisons and Interpersonal Skills within the limits of the Public Sector and Institutional policy framework. Interpersonal skills including Public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

**DUTIES**

: Assist in planning/organizing and monitoring of the objectives of the specialized unit in consultation with subordinates. Demonstrate effective communication to patients, families, multidisciplinary team members and other stakeholders within the hospital. Ensure that high quality of nursing care is rendered to all clients accessing Operating Theatre unit at Dr Pixley Kalsaka Seme Memorial Hospital. Manage utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre nursing. Instil discipline, professionalism and work ethics amongst employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal Hospital realization and maintenance (IHRM) Norms and Standards (N&S). Maintain a constructive working with multi-disciplinary team members. Provide effective support to nursing services e.g. assist with relief duties to nursing management.

**ENQUIRIES  
APPLICATIONS**

: Mrs YYN Ngema (Assistant Nursing Manager Theatre) Tel No: (031) 530 1419  
 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: [Pixley.recruitment@kznhealth.gov.za](mailto:Pixley.recruitment@kznhealth.gov.za)

**FOR ATTENTION  
NOTE**

: Deputy Director: HRM  
 : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-[www.kznhealth.gov.za](http://www.kznhealth.gov.za). No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. 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). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all

		levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.
<b><u>CLOSING DATE</u></b>	:	22 September 2023.
<b><u>POST 32/239</u></b>	:	<b><u>PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 116/2023</u></b> Department: Orthopaedic Ward
<b><u>SALARY</u></b>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 7200 per annum Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
<b><u>CENTRE</u></b>	:	Ngwelezana Hospital
<b><u>REQUIREMENTS</u></b>	:	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 Orthopaedic Nursing Science. Current SANC receipt. <b>Grade 1:</b> A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. <b>Grade 2:</b> 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. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work-related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
<b><u>DUTIES</u></b>	:	Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient's needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.
<b><u>ENQUIRIES</u></b>	:	Ms RM Sithole Tel No: (035) 901 7258
<b><u>APPLICATIONS</u></b>	:	Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.
<b><u>FOR ATTENTION</u></b>	:	Mr MP Zungu
<b><u>NOTE</u></b>	:	Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website

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

- CLOSING DATE** : 22 September 2023
- POST 32/240** : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 117/2023**  
Department: Psychiatry
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- CENTRE REQUIREMENTS** : Ngwelezana 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 Psychiatric Nursing. 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. Knowledge, Skills, Attributes and Abilities Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
- DUTIES** : Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Train and supervise junior staff and student nurses. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital. Co-ordinate clinical activities of the unit. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Strengthen ethics and professionalism. Provide safe and therapeutic environment for patients, staff and public. Advocate for quality care of patients. Participate in staff development using EPMSD System and other work-related programmes and training. Ensure that equipment and machinery is available and functional at all time. Report and challenges and deficiencies within the unit. Attend to meetings, workshops and training programs as assigned by the supervisor.
- ENQUIRIES APPLICATIONS** : Ms RM Sithole Tel No: (035) 901 7258  
: Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE** : Mr MP Zungu  
: Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83,

obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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** : 22 September 2023
- POST 32/241** : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 118/2023**  
Department: Oncology
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- CENTRE** : Ngwelezana Hospital
- REQUIREMENTS** : Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with the SANC as a Professional Nurse. A one year post basic qualification in Oncology Nursing. 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. Knowledge, Skills, Attributes and Abilities: Ability to educate patients and/ or families as to the nature of disease and to provide instruction on proper care treatment. Knowledge of supportive care principles and techniques for Oncology patients. Knowledge of the nature and treatments of oncological diseases and of reactions and side effects of related therapy methods. Knowledge of bereavement counselling techniques. 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. Provides direct nursing care for specified patient including appropriate supportive care and administrative of chemotherapy, blood

components, fluids and electrolyte replacements and other oncology treatments as prescribed. Perform nursing assessments and triage of patient care needs for new and ongoing patients. Provide education to patients, families, and significant others, acts as an information resource to students, health care professionals, patients and public. Provide family support as required, including applicable referrals and bereavement counselling. Follows established departmental policies, procedures and objectives, continuous quality improvement objectives and safety. Train and guide other nursing and support staff engaged in clinical activities, may participate in research and related activities. Performs miscellaneous job related duties as assigned. 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. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. 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** : Ms RM Sithole Tel No: (035) 901 7258
- APPLICATIONS** : should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni 3880
- FOR ATTENTION** : Mr MP Zungu
- NOTE** : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za) and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za) which must be originally signed and dated. 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** : 22 September 2023
- POST 32/242** : **PROFESSIONAL NURSE SPECIALTY GRADE 1, 2 REF NO: NGWE 119/2023**  
Department: Thokozani Clinic (Men's Clinic)
- SALARY** : Grade 1: R431 265 – R497 193 per annum  
Grade 2: R528 696 – R645 720 per annum  
Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.
- CENTRE** : Ngwelezana Hospital

## **REQUIREMENTS**

: **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and Midwifery that allows registration with SANC as a Professional Nurse. Registration with SANC as Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Batho Pele Principles, Patient's rights, Nursing Act etc. Good communication, verbal, written, leadership, interpersonal, problem solving, conflict management and decision making skills. Knowledge and experience in implementation of Batho Pele Principles, Patients right's Charter and code of conduct. Basic knowledge of Public service regulations. Good communication and interpersonal relation skills. Conflict handling and counselling skills. Ability to function well with a team. Decision making and problem solving skills. Project management skills. Financial management skills. Report writing skills.

## **DUTIES**

: Monitor and evaluate performance of Clinic staff according to set standards, norms targets and to ensure effective reporting. Ability to plan and priorities issues and other work related matters and to comply with time frames. Ensure provision of Nursing Care through adequate supervision. Provide nursing care that leads to improved service delivery by maintaining client satisfaction especially men. Ensure the efficient and effective control of surgical sundries pharmaceuticals, equipment and miscellaneous stores. Maintain accurate and complete patients records according to legal requirements. Co-ordinate of services with the institution and other services related to community health (NGO, CBO, and CHW). Deal with grievances and Labour relations issues in terms of laid down procedures/policies. Initiate treatment, implementation of programmers and evaluation of patient's clinical conditions. To provide total nursing care that improves of men's health by service delivery. Maintain a constructive working relationship with nursing personnel and stakeholders. Provide knowledge and information to patient through health education men's related issues. Ability to plan and organise own work and that of supporting personnel to ensure proper running in men's clinic.

## **ENQUIRIES APPLICATIONS**

: Mr. S Mtshali Tel No: (035) 901 98 / 7224  
: should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

## **FOR ATTENTION NOTE**

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

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

<b><u>CLOSING DATE</u></b>	:	22 September 2023
<b><u>POST 32/243</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER (GRADE 1 OR 2) REF NO: IMBALCHC10/2023 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 8% Inhospitable allowance, 13th cheque, Housing allowance and Medical aid (employee must meet the prescribed requirements)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Imbalenhle Community Health Centre Current registration with SANC 2023. Senior Certificate/ Grade 12 or equivalent. Diploma/ Degree in General Nursing Science and Midwifery plus, or equivalent qualification. One (1) Post-basic qualification in Clinical Nursing Science, Health Assessment, treatment and Care (PHC). Experience: <b>Grade 1:</b> A minimum of 4 years appropriate / recognizable experience in nursing, after registration as a Professional Nurse with SANC in General Nursing and Midwifery. <b>Grade 2:</b> A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and midwifery of which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit documents/certified copies of documents on or before the day of the interview. Recommendations: Nirmart trained. Valid driver's license. Computer literacy. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc. Leadership, organizational, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling. Financial and budgetary knowledge. Good driving skills. Time management. Good in-sight of procedures and policies pertaining to nursing care. Computer skills in basic programs.
<b><u>DUTIES</u></b>	:	Provision of the comprehensive primary health care objectives. Implement standards, practices criteria for quality nursing care. Maintain a constructive working relationship with nursing and other stakeholders. Ensuring clinical interventions to the clients including giving of prescribed medications and doing ongoing observation to patients in the clinic. Ensure proper utilization of human, material and financial resources and keeping up to date records of resources, Ability to plan and organize own work and that of support personnel to ensure proper nursing care in the clinic. Motivate junior staff regarding development in order to increase level of expertise and assist patients to develop a sense of self-care. Participate and oversee development and implementation of clinical policies, procedures and guidelines for MNCWH, HAST, NCDs, APC, NUTRITION, MBFI, PMTCT, and other related programs/projects, e.g. MEN,s Clinic, MMC/Isibaya samadoda etc. Assist the Operational Manager to implement standards, practices, criteria and indicators for quality nursing practices. Collect, analyse and interpret data using standard data collecting tools and undertake management thereof. Implement CCMDD program according to standardized criteria. Participate in staff development using EPMDS System and other work related programs and training. Participate in clinical records audits. Exercise control over any labour issues that

may arise. Advocate for Nursing Ethics and Professionalism standards. NB: The incumbent will be expected work on day and night shift including weekends.

**ENQUIRIES** : Mrs LH Sibiya Tel No: (033) 398 9100

**APPLICATIONS** : Must be forwarded to: Human Resources Department, Imbalenhle Community Health Centre, Private Bag X 9104, Pietermaritzburg, 3200 or Hand delivered at Imbalenhle Community Health Centre- HR, Unit 3, Thwala Road, Imbali, Pietermaritzburg.

**CLOSING DATE** : 22 September 2023

**POST 32/244** : **CLINICAL NURSE PRACTITIONER REF NO SMCHC 09/2023 (X1 POST)**  
Directorate: SMCHC

**SALARY** : R431 265 – R497 193 per annum. Plus 12% rural allowance. plus 13<sup>th</sup> Cheque, Medical Aid (optional), Housing/Home Owners allowance (Employee must meet prescribed conditions)

**CENTRE** : St Margaret's Community Health Centre (St Margaret's Gateway Clinic)

**REQUIREMENTS** : **Grade 1:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 4 years appropriate/Recognisable Experience as a General Nurse. **Grade 2:** Grade 12 (Senior Certificate) standard 10/or (Vocational National Certificate, plus Degree/Diploma in General Nursing Science and Midwifery plus,(1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care plus, Minimum of 14 Years appropriate/Recognisable nursing Experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognisable PHC experience after obtaining a one year post basic qualification in Primary Health Care. Recommendations: Valid driver's License, Computer Literacy, NIMART training. Knowledge, Skills, Training and Competence Required: Knowledge of all applicable legislation such as Nursing Acts, Mental Act, OHS Act, Batho Pele Principles, Patients' Rights Charter, Labour Relations Act, Grievance Procedure etc., Leadership, Organizational, decision making and Problem solving, Conflict handling and counselling. Good listening and communication skills, Co-ordination and planning skills. Team building sills and supervisory skills. Good Interpersonal relationship skills, good insight of procedure and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

**DUTIES** : Provide administrative services: Plan and organise the clinic, ensure completion of statistics, ensure ordering and control of stationery and consumables, ordering of medication. Ensure implementation of 95 95 95 strategy in all aspects of all programmes. Provision of educational services: In-service training, personnel development, health education to patients. Provision of clinical services: Initiate the implementation of programme and evaluation of patients conditions, initiate minor treatments, individual consultation sessions. Function as a member of the therapeutic team. Continuous evaluation of nursing care and nursing services. Identify community needs. Ensure effective crisis management in the clinic. Initiate resuscitation if necessary. Assist in regional and departmental research projects. Ensure accurate data and information management systems. Ensure accurate monthly reporting to the Operational Manager or Deputy Manger nursing. Ensure implementation of the ideal CHC standards.

**ENQUIRIES** : All enquiries must be directed to Mr. SP Adonis: Deputy Manger Nursing Tel No: (039) 2599 222.

**APPLICATIONS** : applications must be directed: St Margaret's CHC, Private Bag X517, Umzimkhulu, 3297 or Hand delivered to: St Margaret's CHC Clydesdale Location UMzimkhulu 3297. All online applications should be forwarded to this Email Address: [StmargaretsHospital.JobApp@kznhealth.gov.za](mailto:StmargaretsHospital.JobApp@kznhealth.gov.za)

**FOR ATTENTION** : Mr. TL Nzimande: Human Resource Manager

**NOTE** : An application for employment Form (Z83) must be completed and forwarded which is obtainable from any Public Service Department or from the website [www.kznhealth.gov.za](http://www.kznhealth.gov.za). Note: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed curriculum vitae only. These will be requested only from shortlisted candidates. This Department is an equal opportunity, affirmative action employer

whose aim is to promote candidates representatively at all occupational categories in the department. People with disabilities are encouraged to apply. The reference number must be indicated in the column provided on the form Z83, e.g. ref SMCHC 09/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, there will be no acknowledgement of applications. Should you not hear from us within 60 days of the closing date, kindly consider your application as unsuccessful. And only shortlisted candidates will be advised of the outcome of interview. Please note that due to financial constraints, there will be no payment of S&T Claims covering transport fees to the interview venue.

- CLOSING DATE** : 29 September 2023
- POST 32/245** : **ASSISTANT DIRECTOR: FINANCE REF NO: NDH18/2023 (X1 POST)**
- SALARY** : R424 104 per annum. Plus 13th Cheque, Medical Aid (Optional), Housing Allowance (Employee Must Meet Prescribed Requirements)
- CENTRE** : Northdale Hospital
- REQUIREMENTS** : National Senior Certificate Grade 12/Standard 10 Certificate, Degree / Diploma in Financial Management (NQF Level 7), Three (3) – five (5) years' experience in Finance or Supply Chain Management and a valid driver's license Code B (08) Knowledge, Skills and Competencies Required For The Post: Management and skills, good listening, writing and communication skills, MS Office, proficiency in Microsoft Excel, Good leadership, Management and decision making skills, Knowledge of current Health Public Service Policies, Regulations and Legislation including medical ethics, epidemiology and statistics, Extensive knowledge of BAS and knowledge of PERSAL system.
- DUTIES** : Improve Financial Management for the hospital and the clinics. Ensuring the facility has an effective cash flow management system. Monitor the percentage (%) of budget spent according to projection. Ensure the facility has an approved Procurement Plan and Improve Supply Chain Management. Ensure department meets in strategic objective and Budget is aligned to APP. Approved Bid Committee to ensure effective SCM processes. Ensure the implementation of the total quality management framework and compliance to National Core Standards. Ensure effective functioning of Cash Flow Committee, Board of Survey, Quotation committee and loss control committee. Ensure the equipment, goods and services are procured in a cost effective way. Ensure the facility conducts quarterly and annual stock take and timeously submission of report to Provincial SCM. Conduct analysis on expenditure trends and do budget estimates and link with services delivery outcomes. Maintain adequate availability and efficient utilization of staff in the finance section. Recruitment, selection and placement of personnel in his/her section. Staff performance assessed in terms of the departmental performance management system. Ensure compliance with PFMA, Treasury Regulations, Public Service Act and Regulations. Conduct internal audit and risk management. Ensure that adequate policies, systems and procedures are in place to enable prudent management of financial resources, planning of financial resources mobilization. Timeous updating of bin and ledger cards to avoid stock losses. Cases of fraud or corruption are timeously disclosed to the accounting officer. Disclose of interest/conflict of interest at appropriate structures/times for e,g SCM Committees. Develop and implement and monitor measures designated to optimize the collection of revenue. Checking cash analysis for accuracy and elimination of risk. Ensure revenue reconciliation statements are reported monthly. Advocating the use of all follow-up procedures for recovering outstanding fees before accounts can be considered for write-off.
- ENQUIRIES** : Ms N Xulu Tel No: (033) 387 9007
- APPLICATIONS** : All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201.
- FOR ATTENTION** : Mr. AS Cele
- 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](http://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** : 29 September 2023
- POST 32/246** : **ASSISTANT DIRECTOR: AUXILLARY REF NO: PSH 24/ 2023 (X1 POST)**
- SALARY** : R424 104 per annum. Other Benefits: Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Grade 12 / Matric Certificate. Degree/3 years National Diploma in Public Management. 3 - 5 years supervisory experience in Systems management environment. Computer literacy Microsoft Word and Excel Certificate. Valid unendorsed driver's license. Certificate of service. Note: All shortlisted candidates will undergo advanced pre-screening test assessment for the post. Knowledge, Skills and Competencies Required: Knowledge of PFMA, LRA, OHS, Public Service Act, EPMDS and Infection Control. Good verbal and written communication, problem solving, conflict resolutions skills and good interpersonal relations. Computer literacy - proficient in the MS package (Word/ Excel/ Outlook/ PowerPoint. Competence in human resources management, financial management, conflict management and change management. Ability to plan, organize and negotiate and work as a team. Health and Safety /Quality Assurance /Waste Management knowledge is critical. Understanding of information Technology and IT system. Knowledge of relevant acts and regulations for engineering and maintenance management, safety and waste management, IT systems and auxiliary services.
- DUTIES** : Effective management of the following sections: Security, Catering, Laundry, Mortuary, Registry, Telecommunications, Transport, Staff Accommodation, Grounds, Cleaning and Porter-ring Services, Health and Safety, Waste Management, Maintenance, and infrastructure. Develop integrated strategies within auxiliary services to achieve optimal technical expertise that supports the vision of the institution. Manage human resources effectively and efficiently and promote sound labour relations. Implement and monitor effective hospital policies, protocols, practices within the day-to-day operational areas. Contribute as a member of a multi-disciplinary management team towards the effective management of the hospital. Oversee compliance with all systems non-negotiables requirements. Monitor the provision of all hotel services and facilities by contractors in order to ensure contract adherence, with service level agreement and highest level of quality. Monitor and ensure proper utilization of financial and physical resources. Contribute to the formulation of a hospital disaster plan and its compliance. Ensure that safety program requirements are adhered to by all staff. Oversee and provide support on infrastructural engineering and maintenance services.
- ENQUIRIES** : Mr DG Gounden Tel No: (039) 688 6111
- APPLICATIONS** : Applications should be posted to: The Human Resource Manager, Port Shepstone Hospital, Private Bag X5706, Port Shepstone 4240
- FOR ATTENTION** : Mr. ZM Zulu
- NOTE** : Detailed application for employment (Z83) and Curriculum Vitae. (Only shortlisted candidates will be requested to submit proof of qualifications and other related documents). Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 22 September 2023

**POST 32/247** : **HEALTH AND SAFETY OFFICER REF NO: EB22/2023 (X1 POST)**

**SALARY** : R359 517 – R420 402 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), Appropriate Degree/National Diploma in Environmental Health/ Four year B. Tech degree/ National Diploma in Safety Management, A minimum of 3 to 5 years' experience in Safety Management. Recommendations: Valid code 08/10 drivers license, Qualification in Project Management, Computer literacy (Ms Word, Excel, PowerPoint, Outlook). Knowledge, Skills, Training and Competencies Required: Vast knowledge of Occupational Health & Safety Act 85 of 1993, Vast knowledge of Compensation of Injuries and Disease Act 130 of 1993, Good communication and negotiation skills (Verbal & written), Good report writing and presentation skills, Ability to identify, monitor, control and investigate hazards and accidents., Strong leadership qualities, good decision making, communication skills and problem solving skills, Sound computer skills(MS Office applications), Ability to work in a team environment.

**DUTIES** : Identify potential situations that could lead to injury/disability/death of a staff member or visitor, property damage or loss, internal disasters, medico legal claims and reporting thereof to the Assistant Director: Facilities Management, Assisting in the development and compilation of manuals, policies and protocol that will be included in the rolling out of health & safety training, orientation and induction programs, Ensure that the delegated management and administrative functions are carried out timeously and correctly to ensure the effective functioning of Health and Safety in the C.H.C., Participate in safety audits for the clinic in compliance with the Health & Safety Act 85 of 1993, Assist the Systems Manager in ensuring that the building, construction, plants and machinery meet and maintain compliance certificates that are regulated by the Occupational health and Safety Act 85 of 1993 and its regulations, Liaise with the Compensation Commissioner regarding Injuries on Duty, Ensure compliance with KZN Health & Safety and Patients' Rights Charter, Meet COHSASA standards for Health & Safety, Ensure that the Health and Safety Committee is functional, Ensure safety statistics are captured, analysed, interpreted and reported, Ability to function in a resource constraint environment.

**ENQUIRIES** : Mr EJ Wynia Tel No: (033) 264 4904

**APPLICATIONS** : East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg 3201 or hand delivered to 541 Boom Street, Pietermaritzburg 3201

**FOR ATTENTION** : Human Resource Practices

**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.

**CLOSING DATE** : 22 September 2023

**POST 32/248** : **ADMINISTRATION CLERK SUPERVISOR (MORTUARY) REF NO: MURCH 32/2023 (X1 POST)**

**SALARY** : R294 321 per annum (Level 07). Other Benefits: 13<sup>TH</sup> cheque/service bonus plus Home owners allowances, Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE** : Murchison Hospital

**REQUIREMENTS** : Senior certificate/Grade 12/Standard 10. 3-5 years' experience in the relevant department (Mortuary). Current and previous experience endorsed and stamped by Human Resource (Employment History) only shortlisted candidates will submit proof. Recommendation: Possession of driver's license code 8 or 10. Computer literacy certificate. Knowledge, Skills, Training and Competencies Required: Good communication and interpersonal relations. Ability to work under pressure. Knowledge of the procedures, regulations and relevant prescripts applicable to the area of operation. Applicable public service policies, legislation and procedures. Knowledge of office procedures, practices. Report writing/planning and organizing

- skills/decision making skills and problem solving skills. Staff supervision/concern for excellence/courtesy/drive and enthusiasm
- DUTIES** : Supervise mortuary staff. Collecting the deceased patients files from the wards to the doctors. Ensure that BI-1663 form has been correctly filled. Ensure that all administrative mortuary duties are performed according to SOP's as well as in line with relevant guide lines and regulations. Arrange pauper burial when need arises. Ensure that all infection control measures are being taken care of.
- ENQUIRIES** : Mrs. N. Sisilana Tel No: (039) 687 7315, ext. 125
- APPLICATIONS** : All applications should be forwarded to: Chief Executive Officer P/Bag X701 Portshepstone, 4240 or Hand delivered to: Human Resources Department Murchison Hospital
- NOTE** : The following documents must be submitted: Application for Employment Form (Z83) which is obtainable at any Government Department or from the Website - [www.kznhealth.gov.za](http://www.kznhealth.gov.za). The Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. Applicant for employment are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum Vitae (CV). The certified copies of qualifications and all other required relevant documents will be requested only from the shortlisted candidates who may be submitted to HR on or before the day of the interview. Faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. MURCH/ 32/2023. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants in possession of a foreign qualification must have an evaluation certificate from the South African Qualifications Authority (SAQA) when the applicant is shortlisted. Non-RSA / Permanent Residents / Work permit holders must submit documentary proof when the applicant is shortlisted). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. (This Department is an equal opportunity, affirmative active employer, whose aim is to promote representivity in all occupational categories in the Institution). If you have not heard from us within two months from the closing date, Please accept that your application has been unsuccessful. Employment Equity target for the post is African Male and people with disabilities are encouraged to apply. Please note that due to the budget constraints no S&T and Resettlement allowance will be paid to any successful candidate on appointment.
- CLOSING DATE** : 22 September 2023
- POST 32/249** : **FACILITY INFORMATION OFFICER REF NO: UMZIN/21/2023**
- SALARY** : R294 321 per annum (Level 07). Plus 13th cheque Medical aid: Optional Homeowner's allowance: Employee must meet prescribed requirements.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : Senior Certificate (Grade 12). National Diploma/ Degree in Information Technology/Management Information Systems/ Statistics/ Computer Science. Valid Driver's License (Minimum Code EB). 2-3 Year experience in Data Management section with District Health Information Systems. Computer Literacy (Ms. Word, Excel, Power point). Knowledge, Skills and Competencies Required: Strong communication skills. In Depth knowledge and skills in information Systems and Data Management. The ability to compile meaningful presentation and / or graphic presentations of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical Knowledge in the information Technology Environmental. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Coordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information systems. Monitor the implementation of the all the Health Information systems in health facility within the

district (WEBDHIS/ TIER. NET/EVDS and other). Conduct training on routine Health Information Systems (WEBDHIS/ TIER. NET/EVDS i.e Data Capturers, OM, Programme Managers and other). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ ETR.net / District Health Information System (WEB DHIS)/ Electronic Drug Resistance (EDR Web). Ensure that quarterly reports are compiled, captured and submitted timeously to the next level. Presentation of health information at the health information meeting. Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district. Co-ordinate the collection of routine and non-routine data inclusive of survey (PEC). Maintain, manipulate and ensure security of the district health and management information database. Ensure data and information integrity to accurately represent the state of service delivery in the district. Compile summary and comprehensive information feedback report (routine and non-routine). Manage EPMDs of staff in the Data Management Section. Support facilities and institution in terms of Data Management. Render administrative support to the District information Office. Manage the utilization of resources allocation to the unit.

- ENQUIRIES** : Mrs. A Shabangu Tel No: (034) 299 9100
- APPLICATIONS** : All applications should be forwarded to: The District Director, 34 Wilson Street, Umzinyathi Health District Office, Dundee, Private Bag X2052, Dundee, 3000
- FOR ATTENTION** : Ms. M Ngwenya
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 22 September 2023
- POST 32/250** : **ADMINISTRATION CLERK SUPERVISOR REF NO: POM 17/2023**
- SALARY** : R294 321 – R334 194 per annum. Other benefits: 13<sup>th</sup> cheque. Medical aid (Optional). Home Owner`s allowance: Employee must meet prescribed requirements.
- CENTRE** : Pomeroy CHC
- REQUIREMENTS** : Senior Certificate / Grade 12. 3 – 5 years' work experience in patient administration. Computer Literacy: MS Office software. Recommendation: Valid Driver's license. Knowledge; Skills; Training and Competencies Required: Supervisory and analytic skills. Good interpersonal skills. Planning and organizing skills. Knowledge of Laws, Regulations, Policies, Practices, Note, Public, Finance, Management Act, Treasury Regulation and Treasury Guidelines. Good organizing ability to prioritize issues and other related matter.
- DUTIES** : Ensure that patient related files are properly monitored and maintained. Ensure that archiving policy is properly followed regularly. Implement disciplinary procedures with the section. Conduct orientation and induction to the newly appointment staff members. Proper assessment through EPMDs to staff under your supervision. Ensure effective arching & disposal of records within CHC & clinics. Ensure billings of paying clients to third party are done. Provide Patients/clients with information & Ensure triaging took place. Assist in ensuring functionality of record committee. Attend and resolve complains at patient administration. Manage the flow of patients arriving at the reception desk for appointment prescription or queries. Ensure capturing of HPRS on daily basis. Verify & Analyse Data before it is submitted to Data Management. Put control measures in movement of files & manage health records. Ensure filing & retrieval of patients records are done according to prescripts of record management act/policy. Effectively manage all resources allocated to the component.
- ENQUIRIES** : Ms. CS Ngcobo Tel No: (034) 662 3300
- APPLICATIONS** : All applications should be posted on: Human Resource Manager; Pomeroy CHC; Private Bag X529; Pomeroy; 3020 or Hand Deliver at Pomeroy CHC Human Resource Management Offices; Office Number 16-114.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: Applications must be submitted on the prescribed most recent Application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must be originally signed and dated. The application form (Z83) form must be accompanied by detailed Curriculum Vitae. The communication from the HR of the department

regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83; e.g. Reference Number (POM 07/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualifications by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (This institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). NB: Please note that due to financial constraints, there will be no payment of S&T and resettlement payment for attending interviews. accommodation will only be allocated when it is available otherwise successful candidate must arrange their private accommodation prior to assumption of duty. No interim accommodation in a form of bed and breakfast or hotel accommodation 22 September 2023

**CLOSING DATE**

:

**POST 32/251**

:

**PRINCIPAL TELECOM OPERATOR REF NO: EB23/2023 (X1 POST)**

**SALARY**

:

R241 485 – R281 559 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 general support office environment, Computer literacy (MS Word, Excel, PowerPoint, (Outlook), Proof of previous and current work experience in Office Administration endorsed by your Human Resource Department will be required only from shortlisted candidates. Recommendations: Knowledge of operating a PABX/switchboard and computerised billing system, National Diploma in Office Management/ Public Management. Knowledge, Skills, Training and Competencies Required: Applicable knowledge of Public Service policies, legislation and procedures including but not limited to Batho Pele, Labour Relations Act, Public Service Act, Public Service Relations, and Basic Conditions of Employment Act, Principles and practices of Public Administration, Knowledge of computerised telephonic billing system, Broad knowledge of office procedures, practices and equipment, Good decision making, verbal and communication skills, Ability to work under pressure and meet deadlines, Must be driven, courteous enthusiastic and demonstrate a high level of efficiency, Have a high level of planning and organisational skills.

**DUTIES**

:

Ensure that all telecommunication equipment is in working order at all times, Ensure all telephonic and repro graphic equipment is tested regularly, All telecommunication faults at East/Boom CHC and supported clinics to be reported and followed up timeously, Communicate with service provider regarding installation of new lines/handsets at supported facilities, Supervise all telecommunication activities and staff, Administer the switchboard daily, receive calls and transfer them to the relevant department, Take telephonic messages for staff members, Meet with component Managers to determine staff telephone access/restrictions for staff, Implement pin codes and barring levels on all telephones at East/Boom C.H.C, Prevent misuse by identifying private calls made by staff and billing accordingly, Control length of calls by imposing time limits utilising computerised billing system, Monitor monthly usage of telephones in the facility via computerised billing system, Identify private calls on system, extract, print and distribute monthly telephone accounts, Ensure payment of telephone accounts by staff and handing over of monies to Revenue Clerk.

**ENQUIRIES**

:

Mr EJ Wynia Tel No: (033) 264 4904

**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.

**CLOSING DATE** : 22 September 2023

**POST 32/252** : **NHI SESSIONAL MEDICAL OFFICER REF NO: NDH19/2023 (X1 POST)**

**SALARY** : R436 per hour: Less than 5 years experience, after completion of community service  
R498 per hour: At least 5 years experience, but less than 10 years  
R576 per hour: 10 Years and more experience, after completion of community service  
Hours worked will be limited to 15 sessions (15 hours) per week at the PHC clinic.

**CENTRE REQUIREMENTS** : Northdale Hospital  
: MBCHB or equivalent Medical Degree. Registration with the HPCSA as an Independent Medical Practitioner plus current registration certificate with the HPCSA and renewal for 2023/ 24. Unendorsed valid Driver's License. Doctors should ideally be residing within uMgungundlovu District. Six years (6) 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 required to perform Community Service, as required in South Africa) 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: Sound knowledge, experience and clinical skills in General Medicine, but especially in the following fields: Primary Health Care, Antenatal care, Child Health and IMCI, HIV and TB Medicine, Non-communicable Diseases, Emergency care, Good communication and leadership skills, Knowledge and understanding of National Health Insurance, Batho Pele Principles and Patient's Rights Charter, Ability to work as part of the PHC Team, Sound medical ethics, A Diploma in HIV Care or Family Medicine would be an advantage.

**DUTIES** : Work as a consulting doctor in Primary Health Care Clinics in uMgungundlovu District as per the requirements of the NHI Contract. Provision of good quality, patient-centered and community-orientated care for all patients. Examine, investigate, diagnose and treat patients, including: Acute and chronic illnesses, TB, patients for ARVs, sick children, antenatal patients and mental health care users. NHI doctors will be required to dispense medication in the consulting room. Participate in CPD (Continuous Professional Development). Ensure compliance with Essential Medicine List (EML) Standard Treatment Guidelines (STG) and Adult Primary Care (APC). Provide medical support to PHC nursing staff. Ensure that relevant patient statistics are maintained, including Tick Register. Administration: Sign the clinic security and attendance registers and submit monthly statistics timeously. Maintain accurate health records in accordance with Legal Ethical considerations. Provide preventive health interventions and measures to promote health. Handle a limited number of disability grant assessments. Perform duties as delegated by supervisor. The incumbent will be accountable to the Clinic Operational Manager and supervising Institutional Medical Manager or Clinical Manager.

**ENQUIRIES APPLICATIONS** : Dr L Meneses-Turino Tel No: (033) 397 6512  
: All applications to be posted to: The Human Resource Department, Northdale Hospital, Private Bag X9006, Pietermaritzburg, 3201.

**FOR ATTENTION NOTE** : Mr. AS Cele  
: Cost for Kilometers travelled will be reimbursed, but capped at no more than 200km return-trip per day and up to a maximum of 2.0 Litre engine capacity. Exclusion: Doctors already working full time for the Department of Health will not be considered for NHI posts. General practitioners in private practice may apply.

**CLOSING DATE** : 29 September 2023

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

*Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.*

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to the below addresses:  
**Head office: Polokwane;** Tompi Seleka College of Agriculture, Madzivhandila College of Agriculture; Mara Research Station; Mokopane Laboratory Services: The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.  
**Mopani District:** The Director Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.  
**Waterberg District:** The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building, Modimolle 0510.  
**Capricorn District:** The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort, 0745 or hand delivered to: Block 28 Next to Traffic Government offices.  
**Sekhukhune District:** The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort, 0745 or hand delivered to: Block 27 Next to Traffic Government offices.  
**Vhembe District:** The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa, 0970 or Physical address: Handed in at Makwarela Government offices.
- CLOSING DATE** : 29 September 2023 at 16H00
- NOTE** : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za). Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). 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 date of the interview date. The

applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. 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). Successful incumbents will be expected to sign a performance agreement within three months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the 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 tool. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, Failure to comply with above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment to the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

#### **OTHER POSTS**

<b><u>POST 32/253</u></b>	:	<b><u>DEPUTY DIRECTOR: LANDCARE AND LAND USE MANAGEMENT REF NO: LDARD 03/08/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R958 824 per annum (Level 12), all-inclusive package to be structured in accordance with MMS dispensation.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane Grade 12 plus an appropriate NQF Level 7 qualification in Land Use Planning/ Agricultural Engineering Sciences/ ND Civil engineering/ BTech Civil Engineering/Agriculture/Environmental or equivalent qualification as recognised by SAQA. A valid driver's license (with exception of people with disabilities). A minimum of 5 years experience at junior management level/Assistant Director and proven skills in management of Landcare and Land Use. Knowledge, Competencies and skills: Knowledge of the legislation that govern natural resources management viz. Conservation of Agricultural Resources Act (Act 43 of 1983) Subdivision of Agricultural Land Act (Act 70 of 1970) including other collaborative legislation in land use and environmental fraternities. Basic skills on the application of Global Positioning System (GPS) and skills in Geographic Information System (GIS) and other satellite data. Understanding of governmental service delivery environment, teamwork, Public Finance Management Act (PFMA), Division of Revenue Act (DoRA), Expanded Public Works Frameworks (EPWP), Limpopo Development Plan, Labour Relations Act, Integrated Development Plans, Intergovernmental Relations Framework Act, Implementation Framework for LandCare Programme, project planning, conflict resolution, community development. Good interpersonal relations. Computer proficiency. Report writing. Computer literacy will be tested.

<b><u>DUTIES</u></b>	:	Manage the provision of integrated sustainable land use planning. Facilitate and manage the implementation of the Landcare Programme and coordinate conservation agriculture. Manage the implementation of the Landcare projects in line with the applicable prescripts and legislation. Develop and implement the awareness and capacity building of Landcare. Provide and manage soil conservation services. Coordinate and manage EPWP reporting on Landcare. Management of budget and personnel.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 32/254</u></b>	:	<b><u>DEPUTY DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: LDARD 01/09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane National Senior Certificate (Grade 12) plus an undergraduate (NQF Level 6) qualification in Risk Management/Accounting /Internal Audit equivalent qualification as recognized by SAQA. A postgraduate qualification in Risk Management would be an added advantage. 3-5 years' working experience in the Risk and Integrity field. Registration with Institute of Risk Management South Africa (IRMSA) would be advantage. A valid Code B driver's license (with exception of people with disabilities. Knowledge, Competencies and Skills; Sound working knowledge of the legislative requirements relating to Enterprise Risk Management. Good understanding of integrated Risk Management principles and practices such as: Corporate Governance (King IV); Public Sector Risk Management Framework; Public Finance Management Act; Public Service Regulations; COSO ERM Framework; ISO 31 000 Frameworks; Code of Ethics and their incorporation into various business processes; Fraud and Risk Assessment Methodologies. Knowledge of the ISO 22301 Framework; the ISO 22313 Framework; the Good Practice Guideline on Business Continuity Management, and the Treasury and Public Service Regulations. Good interpersonal and communication skills. Good computer literacy and use of standard packages. Ability to liaise with and coordinate stakeholder engagement. Good Organisational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills.
<b><u>DUTIES</u></b>	:	Coordination and Implementation of Business Continuity Management (BCM). Facilitation and Implementation of the Risk Management Processes. Facilitation and Implementation of Ethics Management.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 32/255</u></b>	:	<b><u>DEPUTY DIRECTOR: HOD SUPPORT SERVICES REF NO: LDARD 02/09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: Polokwane. National Senior Certificate (Grade 12) plus an undergraduate (NQF Level 6) qualification in administration or equivalent qualification as recognized by SAQA. A valid driver's license (with exception of people with disabilities). 3-5 years' working experience in administration field. Knowledge, Competencies and Skills; Extensive knowledge and understanding of the legislative framework governing the Public Service. Extensive experience in office management and administration. Ability to work in a highly pressured environment and driven by a sense of urgency to meet deadlines. Willing to work under changing and difficult circumstances. Responsiveness; Pro-activeness; Supportive, Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player. Good Organisational, planning, coordination, facilitation, negotiation, consultation, presentation and people management skills.
<b><u>DUTIES</u></b>	:	Provide administrative and management support. Ensure effective communication between the Office of the HOD, Office of the MEC and Chief Directors. Coordinate

- activities of the oversight bodies. Manage and utilise resources (human and physical) in accordance with relevant directives and legislation.
- ENQUIRIES** : Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/256** : **DEPUTY DIRECTOR: FINANCE MANAGEMENT REF NO: LDARD 04/08/2023 (X1 POST)**
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE REQUIREMENTS** : Sekhukhune District  
Matric certificate and NQF Level 6 in Financial Management or relevant qualification as recognized by SAQA. A minimum of 3-5 years' experience in Financial Management. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Understanding of BAS, PERSAL, FINEST and LOGIS. Knowledge of Excel and Power Point. Knowledge of PFMA. Regulations, DORA and other various related regulations. Knowledge of Finance policies & practices. Good communication, people management, presentation, problem solving and reporting skills. Ability to interact at both strategic and operational level. Computer literacy.
- DUTIES** : To facilitate the attainment of departmental objectives through budget planning and control, expenditure management, compliance and implementation of Supply Chain Management in the District. Management of procurement of goods and services (Demand and Acquisition Management). Management of inventory. Asset and disposal management. Budget planning and expenditure management. Management of salary administration. Management of revenue collection.
- ENQUIRIES** : Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 700
- POST 32/257** : **STATE VETERINARIAN REF NO: LDARD 05/09/2023 (X1 POST)**
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.
- CENTRE REQUIREMENTS** : Vhembe District  
Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council and a valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.
- DUTIES** : Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.
- ENQUIRIES** : Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
- POST 32/258** : **ENGINEER PRODUCTION GRADE A REF NO: LDARD 06/09/2023 (X1 POST)**
- SALARY** : R795 147 per annum, (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
- CENTRE REQUIREMENTS** : Sekhukhune District  
Grade 12 plus Engineering Degree (B Eng./ BSC Eng. Compulsory registration with ECSA as Professional Engineer. Three (03) years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Agricultural Engineering on planning, design,

		development and implementation. Project management, financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.
<b><u>DUTIES</u></b>	:	Planning of infrastructure projects, Provide designs with specifications for Agricultural Engineering solutions. Provide clients/producers with Engineering advice. Provide farm structures and mechanization services. Provide irrigation support services. Provide project management for the RESIS programme. Provide soil and water engineering. Assist with final certificate issued for infrastructure constructed. Attend Departmental administrative obligations and official meetings. Serve and represent the department in relevant inter-governmental structures at district and local level. Prepare and submit reports for the engineering programme performance. Ensure a sound financial management and accountability. Ensure effective human resources and asset management in line with relevant legislation and policies.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 32/259</u></b>	:	<b><u>SENIOR AGRICULTURAL ECONOMIST REF NO: LDARD 07/09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R527 298 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Sekhukhune District: Sekhukhune West
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus a relevant tertiary (NQF 7) qualification in Agriculture. A minimum of 3 years proven relevant experience in implementing Agricultural programmes. Knowledge, Competencies and Skills: Knowledge of extension methodology; Understanding of governmental service delivery environment, teamwork, PFMA and LRA, Community Development, IDPs, PGDS, CASP, Land-care, Land Reform Crop and Animal Conflict Resolution, Management Knowledge, Knowledge of Policy interpretation, Supervisory and management skills, Knowledge of Project planning and Management, Extension and Advisory skills, Leadership skills, Knowledge of Financial Management, Advanced communication/presentation skills, Report Writing Skills, Computer literacy with emphasis to MS Word, MS Power point and MS Excel.
<b><u>DUTIES</u></b>	:	Render scientific and technical advice to internal and external clients under mentorship to ensure sustainable development. Provide technical support in terms of planning, advice and after care for organized agriculture and other agricultural stakeholders. Provide technical support on Government funded projects such as CASP, LRAD and also assist with planning, advice and after care. Promote sustainable production of Agricultural products; Involvement in research activities under guidance of seniors. Perform administrative and related functions. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective extension services.
<b><u>ENQUIRIES</u></b>	:	Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
<b><u>POST 32/260</u></b>	:	<b><u>ENGINEERING TECHNICIAN GRADE A REF NO: LDARD 08/09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R353 013 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Vhembe District
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Engineering or relevant qualification. A minimum three years' post qualification technical (Engineering) experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and Skills: Project management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem solving and analysis. Decision making. Teamwork. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Change management. People management.
<b><u>DUTIES</u></b>	:	Render technical services: Assist Engineers, Technologists and associates in field, workshop and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings

and procedures to incorporate new technology; and Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; and Liaise with relevant bodies/councils on engineering-related matters. Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

**ENQUIRIES**

**POST 32/261**

**ASSISTANT DIRECTOR: RISK DISASTER MANAGEMENT REF NO: LDARD 09/09/2023 (X1 POST)**

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Head Office: Polokwane  
: Grade 12 certificate plus relevant NQF 7 or equivalent. Post graduate degree will be an added advantage. Minimum of 3-4 years extensive practical experience in Agricultural Disaster Management, Agrometeorology or Agricultural Economics. Economic impact assessment on disaster affected projects, comprehensive Project Management, Database development and administration. Relevant experience in conducting agricultural research projects. Knowledge; Competencies and Skills: Sound knowledge and understanding of Policy and legislation governing Disaster Management in South Africa. The ability to work in different work environments. The ability to conduct economic impact analysis at disaster affected farming areas. Ability to write reports and to co-ordinate multiple stakeholders. Willingness to work under pressure and overtime. Financial Management. Computer proficiency skills will be tested.

**DUTIES**

: To coordinate implementation of Early Warning information and Advisory Services within the Province. To develop, evaluate and conduct research on Early Warning methods. To establish a multidisciplinary process of planning and implementation of measures aimed at mitigation of disasters and emergency preparedness by the province. To coordinate interpretation and dissemination of weather and climate change information to all relevant stakeholders. Ability to implement Agrometeorological advisory services. To coordinate implementation of Early Warning Info and advisory Services within the Province. To conduct post disaster assessment and evaluate the damages and generate an economic impact report to enable identification of the vulnerable farming communities. To develop and maintain a provincial database of the farmers receiving early warning information on climate change and extreme weather. To implement disaster mitigation strategies aimed at disaster recovery and rehabilitation processes. To develop, monitor, evaluate and conduct research on Early Warning methods. Policy development and implementation of disaster Frameworks.

**ENQUIRIES**

: Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 32/262**

**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: LDARD 10/09/2023 (X1 POST)**

(Re-advertisement, those who applied before need not to re-apply)

**SALARY**

**CENTRE**

**REQUIREMENTS**

: R424 104 per annum (Level 09)  
: Head Office: Polokwane  
: Grade 12 plus B degree, National Diploma or equivalent (NQF Level 6) qualification in Finance / Accounting / Economics / Public Administration or equivalent qualification as recognised by SAQA. A minimum of 3 years relevant experience in budgeting and expenditure control at supervisory level. Knowledge, Competencies and Skills: knowledge of Public Finance Management Act (PFMA), Treasury Regulations, DORA and relevant public sector finance legislation, Basic Accounting System (BAS), Standard Charts of Accounts (SCOA) and Vulindlela. Presentation Skills, Advance Excel Skills, Analytical Skills and Valid driver's license (with exception of people with disabilities).

- DUTIES** : Develop the in-year monitoring reports (IYM). Coordinate and Consolidate Cash Flow projections. Analyses & interprets expenditure reports and implements measures to address significant variances. Ensure correctness allocations of transactions for Departmental Code Structure. Compile Appropriation statement for AFS. Coordinate and consolidate departmental personnel costing. Assist in preparation of Roll-Overs request. Assist to co-ordinate and evaluate the MTEF budgets submissions from different programmes during the planning phase and final stages of the MTEF budgets. Provide financial performance reports. Capturing of approved budget/shifting/virements on BAS.
- ENQUIRIES** : Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/263** : **SENIOR STATE ACCOUNTANT: SCM REF NO: LDARD 11/09/2023 (X1 POST)**
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Tompi Seleka College of Agriculture  
**REQUIREMENTS** : Grade 12 plus an undergraduate qualification (NQF Level 6) in Supply Chain Management/Financial Management or Accounting field of study or any other relevant qualification. A minimum of 3 years' experience in Supply Chain Management field. Any related prescripts, contract management. A qualification related to Treasury and competence for Finance officials will be an added advantage. Preparedness to security clearance and disclosure of financial interest. Knowledge, Competencies and Skills: Supervisory skills, good planning and organized skills. Good interpersonal relations and good communication skills (written and verbal). Ability to work under pressure and preparedness to work overtime, when required. Skills in word, Excel. A driver's licence is essential. Knowledge of BAS and LOGIS.
- DUTIES** : Development and review of SCM policies and procedures. Responsible for the full Supply Chain Management procedures' 'from demand management through to monitoring and contract management' 'Administer and implement procurement in terms of the Procurement Plan, preferential procurement regulations, Supply Chain Management regulations and other legislated requirements. Compilation, implementation and reporting on the operational and risk plans related to Supply Chain Management. Monthly reporting including but not limited to relevant disclose notes. Responsible for the compiling and controlling of business unit budget, manage all personal matters in the business unit and ensure timeous and correct payments of suppliers. Ensure and uninterrupted flow of goods and services of all users.
- ENQUIRIES** : Mr. Mabula NJ Tel No:(015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/264** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT ACCOUNTING REF NO: LDARD 12/08/2023 (X1 POST)**  
(Re-advertisement, those who applied before need not to re-apply)
- SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : An appropriate NQF Level 6 qualification in Financial Management or equivalent qualification as recognised by SAQA. A minimum of 3 years experience in Expenditure Management, Knowledge of Basic Accounting System (BAS), Knowledge of Personnel and Salary (PERSAL), Knowledge of Logistics Information System (LOGIS). A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge of Public Service Regulations, Acts, Policies and procedures, Knowledge of Public Finance Management Act (PMFA), Knowledge of Treasury regulation, Financial Management, skills, Communication skills, Conflict Management skills, Policy analysing skills, Report writing skills, Computer skills.
- DUTIES** : Provide salary administration. Process salary related claims in PERSAL and BAS. Process suppliers related claims in BAS. Facilitate safe keeping of documents and distribution of correspondences. Supervise employees to ensure sound expenditure management activities.
- ENQUIRIES** : Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

<b><u>POST 32/265</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER REF NO: LDARD 13/09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mara Research Station
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate NQF level 6 qualification in Public Management/Administration or equivalent qualification as recognised by SAQA. A minimum of 3-5 years experience in Administration. Knowledge, Competencies and skills: Knowledge of clerical duties, practices as well as ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedure in terms of the working government. Job knowledge, Communication skills (both verbal and written). Good interpersonal relations skills. Flexibility. Teamwork. Computer skills. Planning and Organising. Language.
<b><u>DUTIES</u></b>	:	Supervise and render an administrative support service. Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the Research Centre. Supervise and provide personnel administration clerical support services within the Research Centre. Supervise and provide financial administration support services in the Research Centre. Supervise human resources/staff.
<b><u>ENQUIRIES</u></b>	:	Mr. Mabula NJ Tel no: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
<b><u>POST 32/266</u></b>	:	<b><u>AGRICULTURAL RESOURCE TECHNICIAN REF NO: LDARD 14/09/2023 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mopani District: Mopani North
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus an appropriate NQF level 6 qualification in Environmental Science/ Agricultural Management or equivalent relevant qualification as recognised by SAQA. 1-2 years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Knowledge in surveying and design of all engineering type of projects e.g. contours, waterways, stock watering systems. Knowledge of computer. Determine the potential of soils for irrigation.
<b><u>DUTIES</u></b>	:	Planning and design of conservation structures in compliance with environmental and conservation legislations. Coordination of projects. Control the prescribed administration of financial aid schemes with regard to the conservation of natural resources and implementation of norms and standards as prescribed by DAFF. Manage and control extension services on land care. Study technological advances and best practices in order to perform land care functions according to the required standards.
<b><u>ENQUIRIES</u></b>	:	Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
<b><u>POST 32/267</u></b>	:	<b><u>HUMAN RESOURCE CLERK (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R202 233 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Capricorn District: Ref No: LDARD 15/09/2023 (X1 Post) Waterberg District: Ref No: LDARD 16/09/2023 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus NQF level 6 Qualifications in Human Resource Management / Public Management/Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Appropriate/relevant administrative experience. Knowledge of PERSAL System. Knowledge, Competencies and Skills: Knowledge of Human Resource policies and legislation. Report writing. Good communication skills (verbal and written). Computer literacy (MS Office). Good organizing skills. Accuracy and attention to details.
<b><u>DUTIES</u></b>	:	Compiling and updating of employee's statistics on a monthly basis. Receiving and scheduling of applications for employment. Writing memorandum for approval (shortlisting and interviews) in terms of the departmental delegations. Performing

secretarial functions during shortlisting and interviews. Verifying appointment credentials (Personnel Suitability Checks) of the shortlisted candidates. Compiling/writing appointment memorandum (Temporary & Permanent) for approval of the District Director. Implementing all transactions on the PERSAL System relating to appointments of permanent and contract employees, etc.. Facilitate transfer and translation of employees. Facilitate probations. Administer all Service Benefits functions. Capture/amend applications for leave on PERSAL System. Audit Leave Files and compile monthly statistics. Implement Conditions of Services (Leave, Housing, Medical, Injury on Duty, Long Service Recognition and PILIR.

**ENQUIRIES** : **Capricorn District:** Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619  
**Waterberg District:** Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Kekana MR Tel No: (014) 717 2523.

**POST 32/268** : **ADMINISTRATIVE CLERK (X2 POSTS)**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Mokopane: Laboratory Services Ref No: LDARD 17/09/2023 (X1 Post)  
Madzivhandila College of Agriculture Ref No: LDARD 18/09/2023 (X1 Post)

**REQUIREMENTS** : A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organisation.

**DUTIES** : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

**ENQUIRIES** : **Capricorn District:** Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619.  
**Mara Research Centre:** Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587  
**Madzivhandila College of Agriculture:** Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

**POST 32/269** : **SECRETARY: DIRECTOR'S OFFICE REF NO: LDARD 19/09/2023 (X1 POST)**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Competencies and Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job Knowledge Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork. Computer literacy. Planning and organization.

**DUTIES** : The purpose of the role is to render a secretarial support service to the Director. The successful candidate will be responsible for the following functions and include, but not limited to: Providing a clerical support service to the Director: Liaise with travel agencies to make travel arrangements. Check the arrangements when relevant documents are received; Arrange meetings and events for the Director. Identifies venue, invites role players, organises refreshments and sets up schedules for meetings and events; Process the travel and subsistence claims for the unit; Process all invoices that emanate from activities of the work of the Director;

Record basic minutes for the meetings of the Director where required; Draft routine correspondence and reports; Do filing of the documents for the Director and the unit where required; Administer matters like leave forms, leave registers and telephone accounts; Handle the procurement of standard items like stationery and refreshments; Collect all relevant documents to enable the Director to prepare for meetings; Provide a secretarial/receptionist support service to the Director: Receive telephone calls and refers the calls to the correct role players if not meant for the Director; Record appointments and events in the diary for the Director; Type documents for Director; Operate office equipment like fax machines and photocopiers; Remain up to date with regards to prescripts/policies and procedures applicable to his/her work terrain: Study the relevant Public Service and departmental prescripts/policies and other documents to ensure that application thereof is understood properly; Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES** : Ms. Sebajane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619

**POST 32/270** : **ANIMAL HEALTH ASSISTANT REF NO: LDARD 20/09/2023 (X1 POST)**

**SALARY** : R171 573 per annum (Level 04)  
**CENTRE** : Capricorn District: Capricorn South  
**REQUIREMENTS** : Grade 12. 02 years' experience in the Animal Health field. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.

**DUTIES** : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.

**ENQUIRIES** : Ms. Sebajane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

**POST 32/271** : **DRIVER/MESSENGER SUPPLY CHAIN & ASSET MANAGEMENT REF NO: LDARD 21/09/2023 (X1 POST)**

**SALARY** : R171 573 per annum (Level 04)  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : Grade 12 / Equivalent Qualification. A minimum of 2 years' experience as a Messenger/Driver. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability to read and write. Interpersonal skills, communication skills, Writing skills, time management, conflict management.

**DUTIES** : Mail distribution. Collect mail and documents from and to the department. Collect and deliver correspondence / parcels for the district at various collection and distribution points. Provide a transport service for the District Office. Maintenance of the vehicle.

**ENQUIRIES** : Ms. Sebajane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619

**POST 32/272** : **SWITCHBOARD OPERATOR REF NO: LDARD 22/09/2023 (X1 POST)**

**SALARY** : R171 537 per annum (Level 04)  
**CENTRE** : Mopani District  
**REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Knowledge, Competencies and skills: Able to operate switchboard machines. Able to handle confidential information. Able to read and write. Good communication and interpersonal skills. Knowledge of Batho Pele Principle.

**DUTIES** : Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Identify and report telephone faults to the supervisor.

- ENQUIRIES** : Mopani District: Ms. Malatji MA, Chaka NS and Hlungwani G Tel No: (015) 812 3210 / 18
- POST 32/273** : **HANDYMAN: ENGINEERING & INFRASTRUCTURE REF NO: LDARD 23/09/2023 (X1 POST)**
- SALARY** : R147 036 per annum (Level 03)  
**CENTRE** : Capricorn District  
**REQUIREMENTS** : Matric certificate, N3 certificate or equivalent in either Carpentry, Plumbing, Electrical, Masonry. Driver's license will be an added advantage. Minimum 3 years' experience in Construction and Maintenance of buildings and related infrastructure. Knowledge, Competencies and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's license will be an added advantage.
- DUTIES** : Maintenance of buildings, fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
- ENQUIRIES** : Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
- POST 32/274** : **HANDYMAN REF NO: LDARD 24/09/2023 (X1 POST)**
- SALARY** : R147 036 per annum (Level 03)  
**CENTRE** : Tompi Seleka College of Agriculture  
**REQUIREMENTS** : Matric certificate, N3 certificate or equivalent in either Carpentry, Plumbing, Electrical, Masonry. Driver's license will be an added advantage. Minimum 3 years' experience in Construction and Maintenance of buildings and related infrastructure. Knowledge, Competencies and Skills: Knowledge of maintenance tools and equipment. Safety regulations. Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Buildings and related farm infrastructure maintenance experience and knowledge of various types of farm infrastructure and maintenance tools will be an added advantage. Driver's license will be an added advantage.
- DUTIES** : Maintenance of buildings, fittings and furniture. Conduct regular building inspections. Attend to minor electrical, plumbing, building and carpentry problems. Maintenance of office equipment, Repair broken furniture and equipment. Safekeeping of maintenance tools and supplies. Report defects.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 32/275** : **FARM AID (X2 POSTS)**
- SALARY** : R125 373 per annum (Level 02)  
**CENTRE** : Tompi Seleka College of Agriculture Ref No: LDARD 25/09/2023 (X1 Post)  
 Madzivhandila Seleka College of Agriculture Ref No: LDARD 26/09/2023 (X1 Post)  
**REQUIREMENTS** : Grade 10 or equivalent qualification. Ability to read and write. Knowledge, Competencies and Skills: Communication skills. Good interpersonal relation and knowledge of Batho Pele Principles. Farm work experience and knowledge of various types of farm activities will be an added advantage.
- DUTIES** : Apply chemical crop protection. Soil cultivation and preparation. Irrigation of crops. Care for sick livestock. Dipping, vaccination and dosing. Count livestock daily. Tending of crops/orchards/vineyards. Cleaning of facilities and disposal of farm waste materials. Firefighting and prevention. Maintain windmills and water supply system.
- ENQUIRIES** : Mr. Mabula NJ (015) 294 3582, Ms. Mtswene PV Tel No: (015) 294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587

<b><u>POST 32/276</u></b>	:	<b><u>GENERAL WORKER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R125 373 per annum (Level 02) Sekhukhune District: Ref No: LDARD 27/09/2023 (X1 Post). Vhembe District: Vhembe Far North Ref No: LDARD 28/09/2023 (X1 Post).
<b><u>REQUIREMENTS</u></b>	:	ABET Level 4/ Grade 9. Basic numeracy. Knowledge, Competencies and Skills: Knowledge of cleaning procedures and gardening principles. Ability to operate basic garden equipment and machinery. Knowledge of maintenance of relevant equipment. Good interpersonal relations.
<b><u>DUTIES</u></b>	:	Maintenance of grounds and gardens. Maintenance and safekeeping of gardening equipment. Cleaning and maintenance of laboratory equipment and stores. Removing garbage and empty boxes. Moving equipment and furniture as required. Cleaning of laboratory service vehicles. Assist in receiving stock and goods. Reporting of losses/damages to equipment.
<b><u>ENQUIRIES</u></b>	:	Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000. Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
<b><u>POST 32/277</u></b>	:	<b><u>CLEANER (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R125 373 per annum (Level 02) Vhembe District: Vhembe Central Ref No: LDARD 29/09/2023 (X1 Post); Vhembe West Ref No: LDARD 30/09/2023 (X1 Post) Capricorn District: Capricorn South Ref No: LDARD 31/09/2023 (X1 Post) Mopani District: Mopani North Ref No: LDARD 32/09/2023 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or equivalent qualification. Ability to read and write. Knowledge, Competencies and Skills: Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipments. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
<b><u>DUTIES</u></b>	:	Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipments.
<b><u>ENQUIRIES</u></b>	:	<b>Waterberg District:</b> Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275. <b>Vhembe District:</b> Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007 <b>Mopani District:</b> Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275 <b>Capricorn District:</b> Ms. Sebatjane LD Tel No: (015) 632 8609, Ms. Moeti M Tel No: (015) 632 8619
<b><u>POST 32/278</u></b>	:	<b><u>GENERAL WORKER (REDLINE GATE/GUARD/FENCE PATROLLER (X7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R125 373 per annum (Level 02) Vhembe District (X4 Posts): Vhembe Far North Ref No: LDARD 33/07/2023 (X2 Posts); Vhembe West: Ref No: LDARD 34/07/2023 (X2 Posts). Mopani District: Mopani North Ref No: LDARD 35/06/2022 (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 8 / ABET level 2 or equivalent qualification. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication skills. Good interpersonal relations. Report writing.

**DUTIES**

: To perform routine manual farming activities. Control over movement of cloven hooved animals. Stop, register and search vehicles from the redline area. Check meat, dairy products, dung, grass, hides, skins, etc. Confiscate all products listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repairs of fence breakage. Trace animal tracks along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permits for animals to be quarantined. Liaise with the Animal Health Technician for inspections. Keep records. Keep permit register. Keep register for quarantined animals. Keep register for vehicle movement.

**ENQUIRIES**

: Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007  
Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

**CLOSING DATE** : 22 September 2023

**NOTE** : NB. Applicants are advised to apply as early as possible to avoid disappointments. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the correct references when applying and where possible the station / centre where the post is. [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za) Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 days after the closing date must consider their applications as having been unsuccessful. Please Note the Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications).  
**ERRATUM:** Kindly note that the posts were posted in the Public Service Vacancy Circular 28 of 2023 dated 11 August 2023, the posts of an Operational Manager Nursing (PN-B3): Postnatal Ward (Replacement) (Barberton Hospital: Ehlanzeni District) with Ref No: MPDoH/Aug/23, Assistant Director: Information Management (Re-advertisement) (Ehlanzeni District Office, Mbombela (Nelspruit) with Ref No: MPDoH/Aug/23, Assistant Director: Finance (Replacement) (Carolina Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23, Professional Nurse Grade 1 (PN-B1): Operating Theatre (Replacement) (Middelburg Hospital, Nkangala District) with Ref No: MPDoH/Aug/23, Senior Administrative Officer: Health Information (Witbank Hospital, Nkangala District) with Ref No: MPDoH/Aug/23, Professional Nurse Grade 1-2: General Nursing (Replacements, X4 Posts) (Gert Sibande District: Evander Hospital) (X1 Post), Standerton Hospital (X2 Posts) and Nkangala District: Waterval CHC (X1 Post) with Ref No: MPDoH/Aug/23 and Pharmacist Assistant (Post Basic) Grade 1 (Replacement) (Middelburg Hospital, Nkangala District) with Ref No: MPDoH/Aug/23 and the post was posted in the Public Service Vacancy Circular 30 of 2023 dated 25 August 2023, posts of Professional Nurse (PN-B1): Advanced Midwifery (Embhuleni Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23/611, Artisan (Production) Grade 1: Plumber (Standerton Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23/621 Artisan (Production) Grade 1: Carpenter (Standerton Hospital, Gert Sibande District) with Ref No: MPDoH/Aug/23/622, these posts has been withdrawn.

## OTHER POSTS

<b><u>POST 32/279</u></b>	:	<b><u>MEDICAL SPECIALIST GRADE 1-3: ANAESTHESIOLOGY REF NO: MPDOH/SEP/23/623 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R1 214 805 – R1 288 095 per annum, (Depending years of experience in terms of OSD). Grade 2: R1 406 565 – R1 469 883 per annum, (Depending years of experience in terms of OSD). Grade 3: R1 605 330 – R2 001 927 per annum, (Depending years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Rob Ferreira Hospital (Ehlanzeni District) Appropriate qualifications that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Anaesthesiology (2023). A valid work permit will be required from non-South Africans. Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Knowledge of current Health and Public Service regulations and policies. Additional experience in Anaesthesiology. Skills in terms of consultations, history taking, examination, clinical assessment and clinical management. <b>Grade 1:</b> None after registration with the HPCSA as Medical Specialist (Independent Practice). Minimum of one (1) year relevant experience after registration with a recognized Foreign Professions and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. <b>Grade: 2:</b> A minimum of five (5) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). A minimum of six (6) years relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. <b>Grade 3:</b> A minimum of ten (10) years' experience after registration with the HPCSA as Medical Practitioner (Independent Practice). Minimum of eleven (11) years' relevant experience after registration with a recognized foreign health profession council and / or the HPCSA as a Medical Specialist (Anaesthesiology) for foreign qualified employees. Knowledge, Skills, Training and Competences Required: Sound knowledge of medical ethics. Multidisciplinary management and team work and experience in the respective medical discipline. Sound clinical knowledge. Competency and skills in general clinical domains. The ability to work independently and under pressure and beyond normal working hours and work with diverse team. Good communication, leadership, interpersonal, and supervisory skills. Ability to manage patients independently, diligently, responsibility and engage when necessary. Knowledge of current health policies, legislation, programs and priorities within the domain. Ability to teach, guide and junior staff within the department. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationship.
<b><u>DUTIES</u></b>	:	Supervising the management of and managing Anaesthesiology and coordinate services. To execute duties and functions with proficiency, to support the aims and objectives of the Institution that consistent with standards of patient care. Accept responsibility for the management of patients admitted in a level 2/3 package of service facility. Assist in the preparation and implementation of guidelines and protocols. Participate in academic and training programs. Sound clinical knowledge with regard to medicine. Ability to deal with all medical emergencies. Knowledge of ethical medical practice. Assist with clinical audits actively participate in continuous professional development. Provide support to hospital management towards an efficient standard of patient care and services is maintained. Comply with the Performance Management and Development System (contacting, quarterly reviews and final assessment).
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>

**POST 32/280** : **ASSISTANT MANAGER NURSING (PN-B4): ADVANCED MIDWIFERY REF NO: MPDOH/SEP/23/624**

**SALARY** : R683 838 – R767 184 per annum, (Depending years of experience in terms of OSD).

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent qualification plus Basic R425 qualification (i.e. Diploma/ Degree in Nursing) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse and Midwifery (2023). A post basic nursing qualification, with duration of at least one (01) year accredited with the SANC in Advanced Midwifery Nursing. Minimum of ten (10) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing (2023). At least six (06) years of period referred to above must be appropriate/recognizable in the specific specialty after obtaining the one (01) year post basic qualification in Advanced Midwifery Nursing. At least three (03) years of the period referred to above must be appropriate/recognizable experience at Management Level. Skills: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as Nursing Act, Health Act, Occupational Health and Safety Act Patient's Rights Charter, Batho-Pele Principles Sound knowledge and skills in implementing disciplinary code and procedure, grievance procedure Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework .Good interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Knowledge of financial and budgetary prescripts and processes pertaining to the relevant resources under management Insight into public health sector strategies and priorities including the nursing strategy, standards procedures and policies pertaining to nursing care, computer skills in basic programs.

**DUTIES** : Provide effective management and professional leadership in the specialized units. Demonstrate effective communication with patients, supervisors, other health professional and junior colleagues including more complex report writing when required Effective management, utilization and supervision of all resources Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensure that the unit adheres to the principles of Batho Pele Maintain clinical competence by ensuring that scientific principles nursing and clinical governance are implemented Exercise control of discipline, grievance and any labour related issues in terms of laid down procedures. Provide supportive supervision and comply with PMDS evaluation of staff, formulate training programs and participate in training and development of staff and nursing students Monitor implementation of PMDS, monitor implementation of NCS and Ideal Hospital framework and interpret its impact on service delivery. Co-ordinate and participate in health promotion activities and monitor and evaluation of data. Demonstrate basic computer literacy as a support tool to enhance service delivery.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/281** : **OPERATIONAL MANAGER NURSING (PN-B3): POSTNATAL WARD (REPLACEMENT) REF NO: MPDOH/SEPT/23/625**

**SALARY** : R627 474 – R724 278 per annum, (Depending years of experience in terms of OSD).

**CENTRE** : Barberton Hospital (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or Equivalent qualification that allows registration with the SANC as a Professional Nurse (2023) plus a post basic nursing qualification, with duration of at least 1 year, accredited with the SANC in terms of Government Notice No R212 in Advanced Midwifery. A minimum of nine (09) years

appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (05) years of the period referred to above must be appropriate / recognizable experience in Midwifery after obtaining the 1 year post basic Advanced Midwifery and Neonatal Nursing Science. A post basic qualification in Nursing Administration will be an added advantage. Competencies/Knowledge/Skills: Leadership, ward Management/Administration, planning, Organizing, co-ordination, and communication skills. Ability to take charge and make appropriate independent decisions. Knowledge of administrative policies and Guidelines. Display empathy for patients, promoting advocacy and Facilitate holistic treatment and Nursing care.

**DUTIES** : The candidate will be responsible for planning, Organizing, Managing, and coordinating as well as maintaining an optimal, Specialized Nursing Services as an Operational Manager in Postnatal ward. Develop / establish and maintain constructive working relationships with Nursing and Stakeholders (i.e., inter-professional, inter-sector and multi – disciplinary team workers). Participate in the analysis, formulation, and implementation of Nursing guidelines, practice, Standards, and Procedures. Perform clinical nursing practice in accordance with the scope of practice and nursing standards. Implement quality improvement programmes, e.g. PMTCT, MBFI, ESMOE, PPIP, MOMCONNECT, HBB, etc. Maintain Professional Growth / Ethical standards and self-development. Demonstrate effective communication with patients, supervisors, other health professionals, and junior colleagues including more complex report writing when required. Deliver a supportive service to the Nursing Service and the institution by talking overall supervision after hours and on weekends. Ensure implementation and compliance with the Norms and standards and Ideal Hospital Framework and develop Quality improvement plans. Manage Performance and Development staff as well as participating in the Managers Scheduled meetings. Exercise control of discipline, Grievance, and other labour related issues in terms of laid down policies or procedures. Manage data in the unit and ensure submission to facility information office. Identify, develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and Safety Acts and well the applicable prescripts. Implementation and management of infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/282** : **ASISTANT DIRECTOR: INFORMATION MANAGEMENT REF NO: MPDOH/SEPT/23/626**  
(Re-Advertisement)

**SALARY** : R527 298 per annum, (plus service benefits)  
**CENTRE** : Ehlanzeni District Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree (NQF Level 6/7) in Statistics / Public Administration / Public Management / Information Management plus 3 - 5 years' relevant experience in health environment of which three (3) years' experience must be at supervisory / managerial (Level 7/8). Knowledge of the Integrated Health Planning systems: DHIS, Tier.Net, Ideal Clinic/Hospital and LOGIS. The following skills will serve as a recommendation: analytical skills and/or statistics skills. Should possess the following skills: Ability to apply technical/professional skills. Ability to accept responsibility and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication. Must have good Interpersonal relations, planning, execution, information monitoring skills and good leadership skills. Valid driver's license.

**DUTIES** : To provide Health Information Management Services. Coordinate and facilitate the collection and analysis of Health Information. Report hospital performance based on identified health indicators. Administer and maintain effective Health Information Management system. Support the implementation and coordination of data flow policy and data quality strategies on performance information in the district. Support

the sub-district on data collection on a monthly and quarterly basis. Support facilities and districts on data quality, data analysis and data clean-up. Provide logistical support on training and capacity building of information officers and data capturers. Support audit processes and the implementation of performance audits for all facilities. Provide / supervise logistical support to the Information Management in the district.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/283** : **CLINICAL PROGRAMME CO-ORDINATOR GR1 (PN-A5): MOTHER, CHILD, WOMAN, YOUTH & HEALTH (MCWYH) REF NO: MPDOH/SEPT/23/627**

**SALARY** : R497 193 - R559 686 per annum, (Depending years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Steve Tshwete Sub-District (Nkangala District)  
Senior Certificate / Grade 12 plus Basic R425 qualification (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse (2022). A minimum of seven (7) years appropriate / recognisable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Experience in infection control and prevention. Training in infection control will be an added advantage. Computer literacy. Understanding of infection control policy, good interpersonal skills, ability to plan and organize, presentation skills, conflict management skills, people management.

**DUITES** : Coordinate Mother, Child, Women, Youth and Health (MCWYH) programme in the Sub-District and liaise with Districts and other sectors on issues related to the programme. Develop strategic plans, policies and protocols on implementation of MCWYH programme. Support Sub Districts with the implementation of national and provincial policies. Render technical support, advices and capacity building of personnel. Manage the MCWYH services in the Sub-District. Support the implementation of norms and standard for MCWYH programme. Manage the programme's finances and budget. Monitor and evaluate the impact of the programme. Compile reports.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/284** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE (REPLACEMENT) REF NO: MPDOH/SEPT/23/628**

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

**CENTRE REQUIREMENTS** : Middelburg Hospital (Nkangala District)  
Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards.

Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/285** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): ADVANCED MIDWIFERY REF NO: MPDOH/SEPT/23/631 (X3 POSTS)**

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

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Advanced Midwifery Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

**DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Advanced Midwifery Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/286** : **PROFESSIONAL NURSE GRADE 1 (PN-B1): OPERATING THEATRE REF NO: MPDOH/SEPT/23/637 (X6 POSTS)**

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

**CENTRE** : Rob Ferreira Hospital (Ehlanzeni District)

<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 or equivalent qualification plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Theatre Nursing Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Theatre Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a>
<b><u>POST 32/287</u></b>	:	<b><u>CLINICAL NURSE PRACTITIONER GRADE 1 (PN-B1): PHC (REPLACEMENT)</u></b> <b><u>REF NO: MPDOH/SEPT/23/638</u></b>
<b><u>SALARY</u></b>	:	R431 265 – R 497 193 per annum, (Depending years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Rockdale CHC (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma / Degree in General Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2023), a post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 specialty in Primary Health Care Science. Minimum of four (4) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.
<b><u>DUTIES</u></b>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services in the in Primary Health Care Unit. Ensure effective and efficient management of resources. Provide quality patient care, follow norms and standards. Participate in quality improvement programs. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labor and health care. Implement constructive working relations with nurses and other stake holders. Ensure compliance of Infection Prevention and Control policies. Ensure that equipment are functional and ready all the time. Ability to prioritize, coordinate activities of patient management according to protocols. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Participate in staff development and performance management. Report patient safety incidence, challenges and deficiencies within the unit. Work effectively, co-

operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Ensure adherence to Batho - Pele Principles and Patient's Right Charter.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/288** : **ASSISTANT DIRECTOR: FINANCE (REPLACEMENT) REF NO: MPDOH/SEPT/23/639**

**SALARY** : R424 104 per annum, (plus service benefits)  
**CENTRE** : Carolina Hospital (Gert Sibande District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus Diploma / Degree in Finance / Financial / Accounting with 3 – 5 years' extensive relevant experience of which three (3) years' experience must be at supervisory / managerial (level 8) within Financial / Accounting Management Environment. Knowledge of legislative prescripts governing the public sector Financial Administration, but emphasis should be on the Public Finance Management Act and Treasury Regulations, the Preferential Procurement Policy Framework Act of 2000, supply chain management. A guide to Accounting Officer / Authority and practice notes. Full knowledge of management and performance on the transversal system used in Government. Skills such as MS Word and Excel Spreadsheet application of any software, financial analytical skills, will be a pre-requisite. Extensive knowledge of all relevant legislation. Practical knowledge of Basic Accounting System (BAS) and LOGIS including SCOAA (Standard Chart of Accountants). Analytical skills. A valid driver's licence.

**DUTIES** : Responsible for the effective financial management and accounting which includes: the implementation of financial systems and timely submission of financial reports in strict compliance with the PFMA and other prescripts, preparation and maintenance of bank reconciliation statements, preparation, compilation and interpretation of Interim and Annual Financial Statements. Develop and manage the budget processes in the institution in conjunction with hospital management and other stakeholders in line with departmental financial strategy. Improve supply chain management compliance in line with related prescripts. Develop, implement and monitor measures designed to optimize revenue collection. Manage institutional fleet, and maintenance/repairs of infrastructure and buildings. Ensure that all payments for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed. Reconcile all ledger accounts with control accounts in the ledger. Liaise with relevant role players regarding transversal financial matters. Ensure that all financial records and documents are kept safe and up to date. Must be able to identify, develop and implement internal controls (including policies) to prevent unauthorized, irregular and fruitful expenditure. Ensure effective management of debtors. Manage Finance staff, undertake human resource and other related administrative functions, and ensure sound financial management is provided all the time within the hospital. Identification of measure cost drivers and develop strategies to minimize over spending of budget.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/289** : **SENIOR ADMINISTRATIVE OFFICER: HEALTH INFORMATION REF NO: MPDOH/SEPT/23/640**

**SALARY** : R359 517 per annum, (plus service benefits)  
**CENTRE** : Witbank Hospital (Nkangala District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent plus six (6) years relevant experience or Diploma / Degree (NQF Level 6/7) Public Administration / Public Management, Statistics Management / Information Management. Advanced Computer Literacy

with the ability to work on Microsoft Word, Power point, Micro, Excel and access, good analytical skills, Good written and verbal communication skills, Good report writing skills, good presentation skills, Good Inter-personal relations and the ability to work independently and under pressure, ability to apply technical and professional skills, Support the implementation and coordination of health information management policies, a Minimum of 7 Years extensive Knowledge of the district health information systems (DHIS ,Tier.net, Datcov, HPRS,) and National Tertiary Services grant System.

**DUTIES** : Responsible for supervision of Data Capturers, Conduct Database management of DHIS and other relevant systems in the Hospital, Conduct facility data audits and wards support, tertiary services data collection. Coordinate the implementation of health information processes in the hospital, Monitor Collection, Capturing and timeous submission of accurate statistics from wards to information office daily. Check files to ensure that data captured is correct and complete, Conduct facility data reviews, Support Managers with reports, Ensure accuracy of Data Management.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/290** : **EMS SHIFT LEADER GRADE 3 - 4 (REPLACEMENT) REF NO: MPDOH/SEPT/23/641**

**SALARY** : Grade 3: R303 486 - R339 840 per annum, (Depending years of experience in terms of OSD)  
Grade 4: R359 691 - R406 461 per annum, (Depending years of experience in terms of OSD)

**CENTRE** : EMS Mbombela Central (Ehlanzeni District)  
**REQUIREMENTS** : Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant / Emergency Care Technician / Critical Care Assistant / National Diploma in Emergency Medical Care / Bachelor of Technology in Emergency Medical Care. Minimum of three (3) years' experience after registration with the Health Professions Council of South Africa (HPCSA) as ANT / ECT / Paramedic ECP. Current registration with the Health Professions Council of South Africa (HPCSA) (2023). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP). Candidates are expected to write an assessment test and test driving. Be able to work under pressure and excessive hours. Basic knowledge of labour relations. Computer literacy. Good communication skills (verbal and written).

**DUTIES** : General office administration be responsible of all EMS activities on a shift Human Resource Management. Analyse Patient Report Forms. Rendering of patient management at an Intermediate Life Support level or above. Compile Management Reports. Maintain response times. Maintain discipline on shift. Complete trip authorities for staff. Maintain checklist for vehicles and equipment's.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/291** : **PROFESSIONAL NURSE GRADE 1-2 (PN-A2): GENERAL NURSING (REPLACEMENTS) REF NO: MPDOH/SEPT/23/647 (X6 POSTS)**

**SALARY** : R293 670 – R409 275 per annum, (Depending years of experience in terms of OSD).

**CENTRE** : Evander Hospital (X2 Posts)  
Standerton Hospital (X2 Posts)  
(Gert Sibande District), Waterval CHC (X1 Post)  
Machadodorp Clinic (X1 Post) (Nkangala District)

**REQUIREMENTS** : Senior Certificate / Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/

Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse (2023). Grade 1: A minimum of 1-10 years appropriate / recognizable Theatre experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills.

**DUTIES** : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho-Pele). Effectively manage resources allocated in your unit.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/292** : **PHARMACIST ASSISTANT (POST-BASIC) GRADE 1 (REPLACEMENT) REF NO: MPDOH/SEPT/23/648**

**SALARY** : R239 682 – R269 730 per annum, (Depending years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Middelburg Hospital (Nkangala District)  
Senior Certificate / Grade 12 plus registered as Post- Basic Pharmacist Assistant with South African Pharmacy Council (SAPC) (2023). Valid work permit will be required from non-South Africans. Skills in terms of consultations. Knowledge of current health and public service legislation, regulations and policies. Good communication, problem solving and conflict management skills. Professionalism, accuracy, flexibility, independence and ethical behavior.

**DUTIES** : Ensure proper receipt recording and storage of all medicines and consumables according to standard operating procedures handled in the area of operations. Ensure responsibility and accountability for safe patient medicine use. Compounding and preparation of any medicines as delegated. Promote correct evaluation prescriptions and legal processing of medicine prescription, stocktaking and distribution of supplies to the client. Promotion of Public Health. Ensure accurate recording of statistics and administrative requirements as required by policy.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 32/293** : **EMERGENCY CARE OFFICER GRADE 3 (REPLACEMENT) REF NO: MPDOH/SEPT/23/649**

**SALARY** : R197 343 - R255 087 per annum, (Depending years of experience in terms of OSD)

**CENTRE REQUIREMENTS** : Middelburg EMS Station (Nkangala District Office)  
Senior Certificate / Grade 12 or equivalent. Ambulance Emergency Assistant certificate. Registration with the Health Professions Council of South Africa (HPCSA) as an Ambulance Emergency Assistant (2023). Unendorsed driver's license (C1) and valid professional drivers permit (PrDP) for transporting patients.

Candidates are expected to write an assessment test and test driving. Knowledge, Skills and Competencies: The incumbents of these posts will report to the EMS Station Manager: Emergency Medical Services, and will be responsible to provide pre-hospital treatment within the scope of Intermediate Life Support and transport patients to an appropriate health facility in order to minimize the loss of life. The ideal candidates must: Possess knowledge of Intermediate Life Support Protocols. Have understanding of EMS and its line of business. Possess knowledge of basic Medical Rescue. Possess knowledge of Rules and Regulations of Road Traffic Ordinance. Possess good communication skills. Have practical patient management skills. Have the ability to implement emergency procedures. Have the ability to work under pressure. Be able to operate in any EMS environment i.e. Emergency ambulance, Obstetric ambulance, inter-facility ambulance, communication centres and Patient Transport Services as per the allocation or deployment by EMS management.

**DUTIES**

: Treat, stabilize and transport patients according to the Intermediate Life Support scope of practice as per HPCSA Protocols. Respond to all calls as dispatched by the Communication Centre or as requested by other medical professionals to assist with Intermediate Life Support of patient treatment. Maintain best clinical practice in accordance with quality standards and maintaining Continuous Professional Development (CPD). Maintain vehicle and medical equipment, check the allocated vehicle and equipment and complete the checklist, report all losses, damages and discrepancies to the Shift Leader. Wash, clean and disinfect the interior/exterior of the vehicle and maintain the vehicle in a clean condition and good working order at all times. Change and replenish surgical sundries and medical gases and ensure that all items are used before expiry date. Assist in maintaining a clean and tidy station. Complete and submit all paperwork to the Shift Leader before the termination of the shift or as required. Hand over the vehicle and equipment to the next shift/relevant authority fully replenished, clean and in good working order. Abide by the EMS Standard Operational Procedures. Actively participate in training and quality assurance programs. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

**ENQUIRIES**

: Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS**

: Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

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

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

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

**OTHER POSTS**

**POST 32/294** : **MEDICAL SPECIALIST: GRADE 1 TO 3**  
Chief Director: Emergency and Clinical Services Support

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

**CENTRE REQUIREMENTS** : Forensic Pathology Service, West Coast/Winelands (Stationed at Paarl FPL)  
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Forensic Pathology. Registration with a professional council: Registration with the Health Professions Council of South (HPCSA) Africa as a Medical Specialist in Forensic Pathology. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist. **Grade 2:** A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or recognized foreign Health Professional Council in respect of foreign qualified employees) as a Medical Specialist in Forensic Pathology. Inherent requirements of the job: A valid driver's license. Good written and communication skills in at least two or more of the three official languages of the Western Cape. Willingness to work after-hours and standby duties. The duties will not be Paarl-based only but will include service delivery within the Cape Winelands and West Coast Geographic Service Area with autopsy facilities within those Districts. Willingness to perform duties in all geographic areas within the forensic pathology services in the Department, when required. Willingness to travel outside the Western Cape when required. Competencies (knowledge/skills): Off-road skill, body retrieval skills from "unusual sites" and photographic skills will be an advantage. Skills pertaining to the scope of practice of a Forensic Pathologist inclusive of knowledge of the statutory regulations regarding Forensic Pathology Practice and maintenance of continuous medical education on individual basis to ensure yearly registration with the HPCSA. Ability to interpret and apply policies and have good communication, interpersonal relationships, development, and teaching skills. Teamwork, mutual respect, professionalism, and equanimity are important values. Capable of using initiative for problem-solving, be able to respond to urgent matters within limited time frames, consider risks involved and take responsibility for results. Be a highly motivated and methodical individual who pays attention to detail with high standards for accuracy and the ability to work under pressure and meet deadlines. Computer literacy in at least MS Word, Excel and PowerPoint.

**DUTIES** : Forensic post-mortem examinations, completion of all investigations and documentation in relevant cases, and oral evidence in post-judiciary proceedings related thereto. Active participation in Continuous Professional Development activities of the Clinical forensic practitioners in the district/province. Active participation in the teaching and training activities of the Clinical forensic practitioners in the district and Metro East. Assist with teaching and training

programmes related to forensic pathology personnel and other participating stakeholders. Partake in relevant death review programmes. Assist the Head Clinical Unit in the Managerial activities and with the supervision of the clinical and administrative component within the Region.

- ENQUIRIES** : Dr J Verster Tel No: (021) 931 8043, [jverster@sun.ac.za](mailto:jverster@sun.ac.za) or Dr D Lourens Tel No: (023) 347 5353, [denise.lourens@westerncape.gov.za](mailto:denise.lourens@westerncape.gov.za)
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the 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 Department of Health prescribed registration fees to the relevant council are submitted on or before the day of the interview.
- CLOSING DATE** : 22 September 2023
- POST 32/295** : **PHARMACY SUPERVISOR GRADE 1**  
West Coast District
- SALARY** : R906 540 per annum, (A portion of the package can be structured according to the individual's personal needs.) (Non-pensionable rural allowance of 12% of basic salary)
- CENTRE** : Vredenburg Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with SAPC as a Pharmacist. Registration: Registration as a Pharmacist with the South African Pharmacy Council. Experience: A minimum of 3 years appropriate experience after registration as a Pharmacist with the South African Pharmacy Council. Inherent requirement of the job: Valid (code B/EB) driver's license. Good verbal, as well as written communication skills in at least two of the three official languages of the Western Cape. Willingness to register as a Responsible Pharmacist. Ability and willingness to supervise, tutor and train students and staff. Competencies (knowledge/skills): Knowledge of National and Provincial Health Policies as well as the Acts and Laws that govern the practice of Pharmacy. Ability to cope with pressure and maintain a high standard of professionalism. Sound Management, communication, and conflict-handling skills. Computer skills (MS Office, Word, Excel, and PowerPoint).
- DUTIES** : Take leadership in the hospital and sub-district to establish a value-driven pharmacy service and implement policies and guidelines in keeping with the Batho Pele, SAPC, National Drug policy and National and Provincial standard treatment guidelines. Manage, assess, and monitor compliance with Good Pharmacy Practice, Ideal Clinic and National Core Standards. Human Resource Management for the hospital staff and support within the sub-district. Monitor and facilitate effective Medicine Supply Management in the hospital and sub-district. Effective monitoring of pharmaceutical expenditure, implementation, and evaluation of budgetary control measures for the pharmacy and the sub-district. Participate in continuous quality improvement initiatives.
- ENQUIRIES** : Mr C Lintnaar Tel No: (022) 487-9265
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a practical test.
- CLOSING DATE** : 29 September 2023
- POST 32/296** : **DEPUTY DIRECTOR: HUMAN RESOURCE AND FACILITY MANAGEMENT**  
Job Role: To manage and coordinate the effective and efficient administration of People Management, HRD, Labour Relations, Support Services and Facilities Management in accordance with the strategic objectives of the Institution.
- SALARY** : R811 560 per annum, (A portion of the package can be restructured according to the individual's personal needs)
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch

**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year National Diploma/Degree in Human Resource Management/Business Management/Public Administration. Experience: Extensive experience in people administration and people practices in the public sector. Inherent requirements of the job: A valid Code B/EB driver's license. Competencies (knowledge/skills): Behavioural: Analysing; Leading and Supervising; Persuading and Influencing; Planning and Organising; Deciding and Initiating Action; Working with People Delivery Results and Meeting Customer Expectations; Relating and Networking. Values: Integrity; Making a Difference; Appreciation of Diverse People; Continuous Growth Mindset; Caring; Respect Accountability; Person-Centred; Authenticity; Being of Service; Teamwork; Recognition; Collaboration. Skills: Analytical Thinking; Auditing Skills; Critical Reasoning; Attention to Detail; Excellent Written and Verbal Skills; Proficient in Report Writing; Numeracy; Literacy; Driving; Computer Literacy; Project Management; Interpersonal Skills and Conflict Management; Expert Consulting and Advisory Skills. Knowledge: Public Service Act; Public Service Regulations (as amended); PERSAL functions and training; DPSA and NDOH policies, prescripts and directives linked to all PM administration and practices (such as recruitment and selection, transfers, promotions, leave, pension, overtime, retirement benefits, appointments, pay progression, salary gratuities, death benefits, working hours, RWOEE); Employment Equity Act, 1998; Codes of Good Practice Guides linked to EEA; Labour Relations Act, 1995; Protection of Personal Information Act, 2021; Procedural Administration and Justice Act, 2000; Promotion of Access to Information Act, 2000.

**DUTIES** : Overall responsibilities for the Comprehensive Human Resource function for RCWMCH. Ensure effectiveness for the management of all aspects of Human Resources. Manage employee relations including disciplinary and grievance procedures and practices at the institution. Overall responsibility for corporate governance including all aspects of Support Services which include Food services, Transport and fleet, Telephone services, Registry and messenger/Porter services, Security, Linen Services, and cleaning services etc. Manage service providers on the hospital estate in line with the strategic objectives of the Institution. Responsible for disaster management and risk management analysis at RCWMCH. Promote a safe and healthy working environment through compliance with the Occupational Health and Safety Act and Universal Precaution Against Infection Policy rules. Will function as part of Top Management of RCWMCH and will provide /analysis and Interpret information to ensure management. Resource management and training.

**ENQUIRIES** : Dr AN Parbhoo Tel No: (021) 658 – 5005

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

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

**CLOSING DATE** : 29 September 2023

**POST 32/297** : **ENGINEER PRODUCTION GRADE A TO C (MECHANICAL)**  
Directorate: Infrastructure Planning

**SALARY** : Grade A: R795 147 per annum  
Grade B: R894 042 per annum  
Grade 3: R1 020 087 per annum  
(A portion of the package can be structured according to the individual's personal needs.)

**CENTRE** : Head Office, Cape Town

**REQUIREMENTS** : Minimum educational qualification: University degree in Mechanical Engineering. Registration with a professional council: Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. Experience: **Grade A:** At least 3 years of appropriate/recognisable experience after obtaining the relevant qualification e.g., BSc (Eng.). **Grade B:** At least 14 years of appropriate/recognisable experience after registration as a Professional Engineer. **Grade C:** At least 26 years appropriate/recognisable after registration as a Professional Engineer. Inherent requirements of the job: A valid (Code B/EB) driver's license. Willingness to travel within the Western Cape, and occasionally, nationally. Ability to communicate in two of the three languages of the Western Cape. Competencies (knowledge/skills): Computer literacy (MS Office).

Experience in designing of building services engineering systems (air conditioning, ventilation, plumbing, drainage, medical gas, fire reticulation) for healthcare facilities. A health-sciences-related post-graduate qualification will be beneficial. Experience in and understanding of the design and construction of complex buildings (e.g., Hospital). Proven experience with feasibility studies in terms of life cycle costing of mechanical elements, green building technologies, technical specifications and commissioning principles for both Capital and Maintenance projects. Understand how to interpret existing and develop new Functional and Technical Norms and Standards. Knowledge of risk analysis and risk mitigation strategies. Knowledge and experience in terms of fire regulations is a recommendation. Experience in the preparation of reports, submissions and presentations in English and sound interpersonal and good verbal and written communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Development, interpretation and customisation of functional and technical norms and standards Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications. Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation (construction) and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.

**ENQUIRIES** : Mr I Parker Tel No: (021) 483-9359  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

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

**CLOSING DATE** : 29 September 2023

**POST 32/298** : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**  
 Garden Route District

**SALARY** : R627 474 (PN-B3) per annum  
**CENTRE** : Pacaltsdorp CDC, George Sub-district (X1 Post)  
 Uniondale /Haarlem Cluster, George Sub-district (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 (SANC) as a Professional Nurse and midwife. Post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse and midwife. Experience: A minimum of 9 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Valid (Code B/EB) driver's license and willingness to travel. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities. Ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel and PowerPoint).

**DUTIES** : Effective integrated execution and management of all PHC COPC programmes (i.e., Acute, Chronic, Woman- and Child Health and TB/HIV/AIDS/STI). Effective management of support services which includes Information Management about data collection, verification, report writing and submission of data. Human Resource Management i.e., supervision of staff, development and performance management, Leave Management including Absenteeism and Staff Wellness support, Finance and Supply Chain Management to ensure effective budgeting and control, control over infrastructure, maintenance, and security. Clinical Governance: Ideal Clinic, Liaise with relevant stakeholders, functional clinic committees. Effective communication with all levels of service delivery.

**ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)  
**NOTE** : No payment of any kind is required when applying for these posts.  
**CLOSING DATE** : 29 September 2023

**POST 32/299** : **OPERATIONAL MANAGER NURSING (SPECIALTY: PSYCHIATRY)**  
Directorate: Metro Health Services

**SALARY** : R627 474 per annum  
**CENTRE** : Valkenberg Hospital  
**REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e degree/diploma in Nursing) or equivalent that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Advanced Psychiatric Nursing Science. 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 in Psychiatric Nursing after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Work shifts on day duty when required to satisfy operational needs. A Valid (Code B/EB) driver's License. The ability to communicate (verbal and written) in at least two of the three official languages of the Western Cape. Work night duty on a planned schedule to relief the night manager. Competencies (knowledge/skills): Knowledge of legal frameworks and regulations regarding nursing practice. Good leadership and people management skills, maintain constructive relationships with members of the multi-disciplinary team. Computer literacy. Basic financial management skills.

**DUTIES** : Effective management of the ward, hospital after hours, over weekends and public holidays on a planned basis and maintain good working relationship amongst all members of staff. Manage and monitor the effective utilisation of human, financial and physical resources as per departmental policies. Coordinate and actively participate in focused training and development of permanent staff and nursing students according to the development plan. Participate in analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Ensure adherence to MHCA prescripts and other legislation.

**ENQUIRIES** : Mr M Photo Tel No: (021) 826-5801  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 September 2023

**POST 32/300** : **QUALITY ASSURANCE MANAGER: CENTRAL HOSPITAL**

**SALARY** : R527 298 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: Four Year National Diploma / Degree or equivalent in Health Sciences registerable with a South African Statutory Health Professions Council or South African Nursing Council. Experience: Appropriate Quality assurance experience. Appropriate experience in a Tertiary Hospital environment. Inherent requirement of the job: Willingness to work shifts and cover for colleagues in areas. Good communication in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge and experience in quality assurance, risk management, project management and occupational health and safety. Sound interpersonal, leadership, managerial and communication skills. Computer literacy including completion and interpretation of databases. Ability to understand and implement relevant legislature and compliance tools. Leadership qualities.

**DUTIES** : Assist with identification and evaluation of problems or potential problems with patient care and determine priorities for investigation and resolution of problems including promoting research, education, and development of staff. Responsible for effective coordination of care and risk management programs; quality assurance

programs and occupational health and safety programs including development of policies and procedures to enhance the quality-of-service delivery. Conduct department specific clinical audits, outbreak investigations, review morbidity and mortality registers, manage complaints and compliments system, identify adverse incidents, and ensure adverse incident database is updated inclusive of strategies to reduce incidents. Monitor patient's perceptions by conducting annual patient satisfaction and waiting time survey including developing action plans and strategies to address negative aspects of service delivery. Management and oversight of the Occupational Health Clinic.

**ENQUIRIES** : Dr B Patel Tel No: (021) 404-3178  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").  
**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 September 2023

**POST 32/301** : **BED MANAGER (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R424 104 per annum  
**CENTRE** : Brackengate TFC  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year health-related National Diploma/Degree or equivalent registrable with an appropriate Health Professions Council. Experience: Appropriate experience as a health professional in a hospital setting. Appropriate experience in Bed Management processes and administration. Inherent requirements of the job: Valid Code B/EB driver's license. The ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in the Microsoft Office package (MS Word, Excel and PowerPoint) and e-mail (Outlook). Knowledge and insight of relevant legislation and policy related to bed management within the public sector. Ability to promote quality service through the setting, implementation and monitoring of policy and standards. Ability to think and function independently, as well as within a Multi-disciplinary Team. The ability to collect and collate information, and to critically analyse data and produce reports.

**DUTIES** : Facilitate referrals to /from all relevant health institutions for WCRC/ Brackengate transitional Care facility respectively. Utilise Performance parameters and Health information systems to optimise bed utilisation. Report on the utilization of hospital inpatient facilities and resources. Optimal utilization of Human- and Financial Resource Management. Establish and maintain close working relationships with referring institutions, community-based services and internal clinical areas to strengthen the patient care pathway.

**ENQUIRIES** : Mr L Saville Tel No: (021) 370-2312  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Shortlisted candidates may be subjected to a practical test and a competency assessment. No payment of any kind is required when applying for this post.

**CLOSING DATE** : 29 September 2023

**POST 32/302** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (CLINICAL SOURCING) (X2 POSTS)**  
Directorate: Supply Chain Sourcing

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: Appropriate 3-year degree or diploma in procurement and or health-related. Experience: Appropriate experience and understanding of clinical consumables, services and equipment within a healthcare environment. Appropriate supervisory experience. Inherent requirement of the job: A Valid driver's license (Code B/EB). Competencies (knowledge/skills): Sound management skills, including the ability to manage a team and strategies solutions. Rigorous expenditure analysis and reporting. Ability to assimilate and interpret detailed information. Ability to work under pressure and meet deadlines. Strong

		research skills and attention to detail. Report-writing. Computer literacy (Word, Excel and PowerPoint). Excellent written and verbal communication.
<b><u>DUTIES</u></b>	:	Provide an integrated demand, acquisition and contract management service of critical goods and service commodities within the Department of Health with a focus on End-to-end management of the sourcing process: integrated demand, acquisition and contract management service of clinical goods and services commodities. Commodity-based lifecycle costing: conduct market research within commodity range, research new developments and best practice, identify opportunities to reduce cost base through efficient procurement. Supplier relationship and performance management. Internal and external stakeholder management. Human resource management.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr A Jacobs Tel No: (021) 483-6093 or email; Aldrid.Jacobs@westerncape.gov.za
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 September 2023
<b><u>POST 32/303</u></b>	:	<b><u>ASSISTANT DIRECTOR: UPFS AUDIT COMPLIANCE AND TRAINING</u></b> Directorate: Management Accounting
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum (Head Office, Cape Town) (Based at Western Cape College of Nursing, Stikland) Minimum educational qualification: An appropriate 4-year Diploma/Degree in a health-related field (or equivalent), registerable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC) with at least 3 years' experience in clinical practice. Post Basic Diploma in Advance Nursing Science. Experience: Appropriate knowledge of clinical/diagnostic procedures, clinical diagnoses and treatment plans and the application thereof. Appropriate experience in managed care in the private and public sector. Appropriate experience with using Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirement of the job: A valid Code B/EB driver's license. Willingness to travel between Health institutions. Competencies (knowledge/skills): Computer literacy skills in MS Office. Skills in Research and analytical thinking, the ability to analyse information, solve problems and prepare complex reports. Understanding of Hospital Fees Structure, PFMA, Hospital Fees Policies and Procedures. Excellent interpersonal relations and conflict resolution. The ability to work cooperatively with colleagues and stakeholders at all levels of authority but also to work independently and unsupervised. Ability to analyse information and work with figures.
<b><u>DUTIES</u></b>	:	To ensure effective and efficient training in the Hospital Fees, Policies and Procedures, UPFS tariffs and Managed Care protocols. To manage the execution of Compliance Audits regarding the implementation, compliance, executions and application of the Hospital Fees, UPFS policy, procedures and Managed Care. Protocols at all Health institutions in order to measure the impact of training as well as the application of said policies on staff and in the workplace. To manage and ensure completion of reports. Develop and facilitate the implementation of UPFS, Hospital Fees policies and procedures and provide support. The effective and efficient supervision, planning and co-ordination of activities in the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S Daniels Tel No: (021) 940-4456
	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>POST 32/304</u></b>	:	<b><u>CASE MANAGER</u></b> West Coast District
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R359 517 per annum Vrendenburg Hospital Minimum educational qualification: Appropriate three-year health related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or

Revenue Generation. Inherent requirements of the job: Willingness to travel and spend long periods away from the office. A valid (Code B/EB) driver's license. Competencies (knowledge/skills): Good knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange). Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e., the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spread sheets, Microsoft Word, and web-based programs (medical aids).

**DUTIES** : Co-ordinate the workflow processes between clinical and admin personnel by liaising, guiding, and supporting the fees department and the relevant hospital staff with the identification of prescribed minimum benefits. Efficiently and effectively communicate and update clinical information for externally funded clients. Control the correctness of the hospital bills, medical aids, road accident fund and privately funded patients by the efficient and effective interpretation and implementation of Case Management policies, protocols, and procedures within the hospital. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management. Provide quotations to privately funded and foreign patients.

**ENQUIRIES** : ME Van Vuuren Tel No: (022) 709-7213

**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post. This post will not be linked to any of the Occupational Specific Dispensations.

**CLOSING DATE** : 29 September 2023

**POST 32/305** : **CASE MANAGER (X2 POSTS)**  
Directorate: Management Accounting

**SALARY** : R359 517 per annum  
**CENTRE** : (Head Office, Cape Town)

**REQUIREMENTS** : Minimum educational qualification: An Appropriate three-year health-related National Diploma/Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or South African Nursing Council (SANC). Experience: Appropriate experience in Case Management/Medical Aid Environment or Revenue Generation. Inherent requirement of the job: Willingness to travel and spend long periods away from the office. A valid Driver's License (Code B/EB). Competencies (knowledge/skills): Knowledge of the Uniform Patient Fees Schedule (UPFS) and or other tariff structures, Managed Health Care or Hospital Information Systems and EDI (Electronic Data Interchange) will be an advantage. Knowledge of the Medical Schemes Act 131 of 1998 and the application of Prescribed Minimum Benefit (PMB) legislation i.e., the Chronic Disease List (CDL) and Diagnostic Treatment Pairs (DTP). Experience in ICD-10 Code assignment and the ability to link patient diagnosis with procedural codes. Ability to work with Excel spreadsheets, Microsoft Word and web-based programs (medical aids).

**DUTIES** : Assist various institutions with clearing of externally funded revenue backlogs related to ICD-10 code assignment, UPFS assignment and the management of PMB conditions. Assist various Hospital Fees Departments with follow-up of outstanding medical scheme and state department balances and account queries. Conduct clinical audits of patient accounts to ensure accuracy of invoices for submission to medical aids and state departments. Perform operational Case Management functions at various institutions inclusive of pre-authorisation and clinical review to ensure compliance with Case Management policies and procedures. Assist with EDI rejections to ensure timely submission of medical scheme invoices. Provide quotations to H2, H3 and Foreign patients. Assist with the implementation of departmental case management policies and procedures by providing onsite skills development and training of relevant role players in matters relating to Case management.

**ENQUIRIES** : Ms L Ismail Tel No: (072) 601-6586

**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”)

**NOTE** : This post will not be linked to any of the Occupational Specific Dispensations. No payment of any kind is required when applying for the post.

**CLOSING DATE** : 29 September 2023

**POST 32/306** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (ASSET AND INVENTORY MANAGEMENT) (X2 POSTS)**  
Directorate: Supply Chain Management: Governance

**SALARY** : R359 517 per annum  
**CENTRE** : Head Office, Bellville Office  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma/Degree. Experience: Appropriate experience in a supply chain management environment. Appropriate experience in asset and inventory management. Inherent requirements of the job: Valid (Code B/EB) driver’s license. High level of computer literacy, including advanced application in LOGIS, MS Word, MS Excel, PowerPoint and Outlook. Willingness to travel (overnight). Competencies (knowledge/skills): Extensive knowledge of Asset & Inventory Management. Knowledge of and exposure to the PFMA, Treasury Regulations and relevant Instructions. Good interpersonal and communication (verbal and written) skills, including numeracy and accuracy skills. Ability to train people in asset and inventory management.

**DUTIES** : Ensure asset and inventory management policies and procedures compliance at the District/Institutional level. Provide on and off-site support to end users. Identify and provide training needs to districts/institutions. Assist with financial procedures and reporting for Monthly, Annual and Interim Financial Statements. Handle Audit queries regarding assets and inventory management. Manage the implementation of SCM systems and ad-hoc asset and inventory management projects at districts/institutions. Maintenance of the departmental asset and inventory register. Report on Bas/LOGIS reconciliation on monthly basis. Ensure departmental asset and inventory counts.

**ENQUIRIES** : Mr L Quluba Tel No: (021) 483-3460  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).

**NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates may also be required to undergo competency assessments/proficiency test.

**CLOSING DATE** : 29 September 2023

**POST 32/307** : **SENIOR STATE ACCOUNTANT: EXPENDITURE ANALYSIS AND MANAGEMENT REPORTING (X2 POSTS)**  
Directorate: Management Accounting  
Sub-Directorate: Strategic Budget Analysis

**SALARY** : R359 517 per annum  
**CENTRE** : (Head Office, Cape Town) stationed at Bellville Health Park in Bellville  
**REQUIREMENTS** : Minimum educational qualification: Appropriate three-year National Diploma or Degree in a financial field. Experience: Appropriate experience in data analysis, financial administration and costing. Appropriate experience using tools for report generation (MS Excel, Word, Access, and SQL). Inherent requirement of the job: Valid Code B/EB driver’s license. Advanced Excel skills. Skills in VBA-programming and Power Query will be advantageous. Competencies (knowledge/skills): Advanced proficiency in software packages essential for report generation, including MS Excel, Word, Access, and SQL. Strong grasp of cost management principles, budgeting, and other management accounting tools and techniques. Familiarity with various systems such as BAS, PERSAL, Vulindlela, LOGIS and MEDSAS. Proficient in research and analytical thinking, demonstrating the ability to analyze information, solve complex problems, and prepare detailed reports. Excellent interpersonal skills and conflict resolution capabilities. Demonstrated ability to collaborate effectively with colleagues and stakeholders of

		all authority levels while also being capable of working independently and unsupervised.
<b><u>DUTIES</u></b>	:	Identify, flag, and analyse potential financial and budgetary risks. Prepare cost estimates and make recommendations on plans, while providing necessary reporting, documentation, and financial assessments. Develop and analyse key service volume indicators, assessing their impact on resource management and expenditure efficiency. Develop automated financial reporting models and forecasting tools based on key trend indicators and ratios to be used in financial planning and monitoring. Continuously update and maintain large databases to ensure accurate information. Extract, test, and clean up data to maintain data integrity. Monitor and support cash flow management and expenditure control for specific business units within the organization. Provide training to Sectors/Institutions in appropriate projection techniques by explaining complex financial data clearly.
<b><u>ENQUIRIES</u></b>	:	Mr J De Beer Tel No: (021) 815-8610
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	22 September 2023
<b><u>POST 32/308</u></b>	:	<b><u>INDUSTRIAL TECHNICIAN SUPERVISOR: CLINICAL ENGINEERING (X-RAY UNIT)</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: A National Diploma, (T, S or N Stream) in Mechanical Engineering or Electrical or a B-tech degree in Mechanical Engineering or Electrical Engineering. Experience: Proven previous repair and maintenance knowledge and experience in Medical Imaging Equipment (including X-rays). Inherent requirements of the job: Valid driver's license (Code B/EB) and own reliable transport in order to handle call-out duty. Willing to work overtime. Do standby duties and handle after-hour calls. Willing to work within all Clinical Engineering disciplines. Good written and verbal communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of medical imaging equipment maintenance is essential. Ability to fault-find and repair electro-mechanical, mechanical and full electronic medical imaging equipment. Well-developed electronic, electrical and mechanical technical service and repair skills and knowledge. Ability and experience to manage plan and organise maintenance schedules. Possess accurate technical ability and insight in order to solve problems. Excellent ability to fault-find and repair down to component level. Computer literacy.
<b><u>DUTIES</u></b>	:	Carry out maintenance, repairs, routine inspection and evaluation of medical imaging and related hospital equipment. General administrative duties as required by Clinical Engineering i.e.. Write reports, specifications and record keeping of departmental activities and of medical equipment. Manage service contracts. Liaise with hospital staff and private sector employees. Ensure compliance with the Occupational Health and Safety Act. Compile technical specifications for medical imaging equipment. Adhere to all hospital and legal requirements, protocols and procedures.
<b><u>ENQUIRIES</u></b>	:	Mr JD du Preez Tel No: (021) 938-4634
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	Short-listed candidates may be subjected to a competency test.
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>POST 32/309</u></b>	:	<b><u>FOOD SERVICES MANAGER</u></b>
<b><u>SALARY</u></b>	:	R294 321per annum
<b><u>CENTRE</u></b>	:	Tygerberg Hospital, Parow Valley
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: A three-year degree/Diploma or equivalent in Food Service Management. Experience: Appropriate experience in the Food Services environment. Inherent requirements of the job: As the Food Services

		Component renders a 7-day week function successful candidate will be required to work shifts, weekends and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy, problem-solving, decision-making, time management, presentation and managerial skills. Sound numerical skills.
<b><u>DUTIES</u></b>	:	Manage the Food Service Unit: 24 hours per day and 7 days per week on rotation basis. Manage the preparation, distribution and serving of meals including special diets. Manage meal plan and meal production. Manage personnel and equipment. Manage /Administer human physical and financial resources. Responsible for hygiene and safety standards. Effective utilisation of the Food Service team. Apply departmental regulations and protocol.
<b><u>ENQUIRIES</u></b>	:	Ms R Keyser Tel No: (021) 938-4135
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any is required when applying for the post.
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>POST 32/310</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE A TO C</u></b> Central Karoo District
<b><u>SALARY</u></b>	:	Grade A: R220 533 per annum Grade B: R258 753 per annum Grade C: R299 361 per annum
<b><u>CENTRE</u></b>	:	Central Karoo District Office
<b><u>REQUIREMENTS</u></b>	:	Minimum educational qualification: Appropriate Trade Test Certificate in a trade relevant to Building, Equipment & Infrastructure Construction and maintenance (including general Fault-finding and repair). Experience: <b>Grade A:</b> No experience required. <b>Grade B:</b> At least 18 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. <b>Grade C:</b> At least 34 years of appropriate/recognisable experience in the area after obtaining the relevant Trade Test Certificate. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Physically fit to perform duties and work at heights and in confined spaces. Work overtime should the need arise, day or night, and perform standby duties. Valid (Code B/EB) driver's license. Willingness to travel and work at all Public Health Institutions within the Central Karoo District, should the need arise. Willingness to perform over a spectrum of technical trades and continual training in these. Competencies (knowledge/skills): Practical, working knowledge of the requirements of the Machinery, and Occupational Health and Safety Act (Act 85). Able to interpret and apply regulations. Practical, working knowledge of the working principle, parts and assembly, testing, routine and breakdown maintenance of the following: Domestic and light commercial laundry and kitchen equipment, Access control, Fire Detection and electrical Fencing Hardware, Basic building terminology and construction. Hospital Technical Systems & plant, HVAC equipment, Welding & Plumbing skills (Demonstrable). Demonstrable computer literacy in at least MS Word and Excel (able to create and edit basic documents), efficiently use an email program and internet browser.
<b><u>DUTIES</u></b>	:	Repairs of equipment, reticulations, and plant. Plan and design basic new installations and perform alterations. Do Installations of systems and equipment. Perform preventative maintenance tasks on equipment. Mentor other technical staff. Perform administrative and related functions regarding the workshop. Control over equipment, tools, plant and materials. Supervise Handyman and Tradesman aids. Manage the entire Workshop and staff when needed, in absence of Foreman.
<b><u>ENQUIRIES</u></b>	:	Mr C Makwela Tel No: (023) 414-8235
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Short-listed applicants will be subjected to practical test.
<b><u>CLOSING DATE</u></b>	:	29 September 2023

**POST 32/311** : **ADMINISTRATION CLERK: SUPPORT**  
West Coast District

**SALARY** : R202 233 per annum  
**CENTRE** : Sonstraal Hospital, Paarl  
**REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience preferably within a hospital environment. Inherent requirements of the job: Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to collate, verify data, work accurately and methodically. Good interpersonal and organizational skills and the ability to function under pressure and meet deadlines. Good Computer (MS Word, Excel, Outlook) and numeracy skills.

**DUTIES** : Provide clerical and receptionist function e.g., receive visitors, type documents, answer telephone. Assist the Facility Manager in daily administration functions concerning Human Resources, Finance, Asset Management, Supply Chain Management and Facilities Management. Perform patient-related administration tasks on Clinicom, Sinjani, as well as other systems and information management e.g., folder management and data capturing. Render general support service to the Nursing head with regard to staff administration.

**ENQUIRIES** : Ms N Liebenberg Tel No: (021) 815-8340  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 September 2023

**POST 32/312** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (PROCUREMENT) (X2 POSTS)**  
Chief Directorate: Metro Health Services

**SALARY** : R202 233 per annum  
**CENTRE** : New Somerset Hospital  
**REQUIREMENTS** : Minimum educational qualifications: Senior Certificate (or equivalent) with Mathematics and /or Accounting as a passed subject and /or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate experience in Supply Chain Management with specific focus on the Procurement Process. Appropriate experience in Supply Chain Management systems i.e., LOGIS, (Logistical Information System) and Eps (Electronical Procurement System). Inherent requirements of the job: Ability to communicate in two of the three official languages of the Western Cape. Physical ability to move goods within the Transit Area/Stores, when required to do so. Competencies (knowledge/skills): Computer Literacy in the Microsoft Package; Knowledge and exposure to the Public Finance Management Act (PFMS), Regulations and Financial Instructions. Knowledge of SCM Systems, i.e., CSD (Central Supplier Database), and the WCSEB (Western Cape Supplier Evidence Bank). The ability to work independently and as part of a team.

**DUTIES** : Performing all functions related to the Demand and Acquisition of Goods and Services for all FBU's of New Somerset Hospital. Ensuring that requests received are processed via the Institutional Quotation Committee for approval and that the correct sourcing method is applied. Check and verify correctness of specifications before advertising on the ePS for non-contract items. Placing of orders based on the relevant procurement process completed with service providers and suppliers for goods and services timeously. Communication and feedback between suppliers and end-users in terms of lead times and contract management aspects. Ensuring receipt, - dispatch and – issuing duties are performed in the Transit Area in line with the Standard Operating Procedure of the Hospital. Ensuring compliance with Prescripts are maintained in all procurement transactions. Providing Administrative support to various internal stakeholders of New Somerset Hospital.

**ENQUIRIES** : Mr S Isaacs Tel No: (021) 402-6217  
**APPLICATIONS** : Applicants apply online: [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications")

**NOTE** : Candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Only officials employed within the Provincial Government: Western Cape will be considered for the post.

**CLOSING DATE** : 22 September 2023

**POST 32/313** : **HOUSEKEEPING SUPERVISOR: EHS (X2 POSTS)**

**SALARY** : R171 537 per annum  
**CENTRE** : Groote Schuur Hospital, Observatory  
**REQUIREMENTS** : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate cleaning/housekeeping, Terminal Cleaning, Stock Control, Linen Management and Waste Management experience in a hospital environment. Inherent requirement of the job: Sound verbal and written communication skills in at least two of the three official languages of the Western Cape. Willingness to work overtime and shifts. Competencies (knowledge/skills): Must have knowledge of cleaning and housekeeping policies, protocols, and procedures as well as Infection Prevention Control measures. Knowledge of how to operate the cleaning equipment, perform terminal cleaning and effective usage of consumables. Good interpersonal, organising and decision-making skills.

**DUTIES** : Responsible for overall control, organising, performing and co-ordinating. of tasks related to linen, waste management, hygiene services, terminal cleaning, contract management and stock control. Responsible for record-keeping and compilation of reports. To submit requisition for repairs of broken equipment thus ensuring a safe working environment. Relief according to the needs of the service. Coordination of the provision of effective training appropriate to service delivery. Effectively manage the utilization and supervision of resources as well related HR matters.

**ENQUIRIES** : Mr M Wehr Tel No: (021) 404-4052  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 September 2023

**POST 32/314** : **HOUSEHOLD AID (X2 POSTS)**  
West Coast District

**SALARY** : R125 373 per annum  
**CENTRE** : Sonstraal Hospital, Paarl  
**REQUIREMENTS** : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in cleaning hospitals or health environment. Inherent requirements of the job: Ability to lift/move heavy equipment and supplies. Render a shift service on weekends, public holidays, day and night and duties and rotate in different departments according to operational needs and requirements. Good communication skills (read, speak, and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to operate machinery and equipment.

**DUTIES** : Render effective, efficient and safe hygiene and domestic services within the institution. Render support services to Household Supervisor. Contribute to effective utilization and functioning of apparatus and equipment. Contribute to effective management of domestic responsibilities. Adhere to loyal service ethics.

**ENQUIRIES** : Ms N Liebenberg Tel No: (021) 815-8340  
**APPLICATIONS** : The Director: West Coast District, Private Bag X15, Malmesbury, 7299.  
**FOR ATTENTION** : Mr D Pekeur

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 29 September 2023

**POST 32/315** : **PORTER**  
West Coast District

**SALARY** : R125 373 per annum  
**CENTRE** : Vredenburg Hospital

<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate porter experience in a hospital environment. Inherent requirement of the job: Willingness to work shifts and over weekends. Ability to perform tasks such as lifting patients from/onto beds, trolleys, and wheelchairs. Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal and communication skills.
<b><u>DUTIES</u></b>	:	Safe transport of patients on trolleys and wheelchairs to and from different departments/wards and in and out of ambulances. Deliver specimens to laboratories and ensure a safe and hygienic work environment. Assist with shifting of medical equipment. Take responsibility for the transportation of corpses from wards to the mortuary and perform relevant duties in mortuary. Respond to requests from wards/departments.
<b><u>ENQUIRIES</u></b>	:	Ms E Lester Tel No: (022) 709-7257
<b><u>APPLICATIONS</u></b>	:	The Manager: Medical Services, Vredenburg Hospital, Private Bag X3, Vredenburg, 7380.
<b><u>FOR ATTENTION</u></b>	:	Ms DI Links
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post.
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>POST 32/316</u></b>	:	<b><u>CLEANER</u></b> Chief Directorate: Emergency and Clinical Services Support
<b><u>SALARY</u></b>	:	R125 373 per annum
<b><u>CENTRE</u></b>	:	Forensic Pathology Service, Tygerberg Laboratory
<b><u>REQUIREMENTS</u></b>	:	Minimum requirements: Basic numeracy and literacy. Experience: Appropriate experience in cleaning mortuary, hospital or laboratory environments. Inherent Requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of and exposure to cleaning environment, equipment, materials and chemicals. Ability to work in the vicinity of corpses (mutilated, decomposed, infectious viruses, etc).
<b><u>DUTIES</u></b>	:	Effectively perform a cleaning service of a routine nature in all Administration areas. Effectively perform a cleaning service of a routine nature in all Clinical/ Mortuary environment. Effectively clean the vehicle fleet of the facility. Effectively support the Manager in establishing a safe environment.
<b><u>ENQUIRIES</u></b>	:	Ms A. Campbell Tel No: (021) 931 4232.
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates may be subjected to a practical assessment.
<b><u>CLOSING DATE</u></b>	:	29 September 2023
<b><u>POST 32/317</u></b>	:	<b><u>PORTER (X2 POSTS)</u></b> Chief Directorate: Metro Health Services
<b><u>SALARY</u></b>	:	R125 373 per annum
<b><u>CENTRE</u></b>	:	Western Cape Rehabilitation Centre
<b><u>REQUIREMENTS</u></b>	:	Minimum requirement: Basic literacy and numeracy skills. Experience: Porter's experience in the public health facility. Inherent requirement of the job: Physically able to perform tasks such as lifting patients from/onto beds, trolleys and wheelchairs and in/out of vehicles. Willingness to rotate and assist in other areas as required. Good interpersonal /communication skills (read and write) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work under pressure and to meet deadlines. Ability to do problem-solving and effective reporting to the supervisor.
<b><u>DUTIES</u></b>	:	To provide Porter's services according to needs of institution. Provide support to the multi-disciplinary team. Deliver effective support services in positioning and escorting. Effective utilization and maintenance of equipment.
<b><u>ENQUIRIES</u></b>	:	Ms E Remmitz Tel No: (021) 370-2423
<b><u>APPLICATIONS</u></b>	:	Applicants apply online: <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications")
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Shortlisted candidates may be subjected to a competency test.

**CLOSING DATE** : 22 September 2023

### **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** : 02 October 2023

**NOTE** : Only applications submitted online at: [www.westerncape.gov.za/jobs](http://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 32/318** : **HEAD OFFICIAL: PROVINCIAL TREASURY REF NO: PT 16/2023**  
(5-Year Contract)

**SALARY** : R2 158 533 per annum (Level 16), (all-inclusive package to be structured in accordance with the rules for SMS) plus a 10% non-pensionable HOD allowance

**CENTRE** : Provincial Treasury, Western Cape Government

**REQUIREMENTS** : A relevant undergraduate qualification (NQF level 7) plus a postgraduate qualification (NQF Level 8) as recognised by SAQA, A minimum of 8 years' senior management experience within the financial environment of which 3years must be within any organ of state as defined in the Constitution, Act 108 of 1996. Recommendation: A postgraduate degree in Finance, Economics and/ or Future studies will serve as an advantage; Senior Management experience within the economic and financial sectors. Competencies: Knowledge of the latest advances in public management theory and practice; Advanced knowledge of modern systems of governance and administration; Knowledge of the policies of the government of the day; Knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Knowledge of Constitutional, legal and institutional arrangements governing the South African public sector; Knowledge of inter-governmental and international relations; Proven knowledge and understanding of public service procedures, processes and systems; Knowledge of communications, media management, public relations, public participation and public education; Strong conceptual, interpretive and formulation skills; Strong leadership skills with specific reference

to the ability to display thought leadership in complex situations; Excellent communication skills; Outstanding planning, organising and people management skills; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; Persuading and influencing skills.

**DUTIES**

: Render financial governance and asset management services; Render fiscal and economic services; Provide an effective financial management support service to the Department; Render strategic and operational management support services; Render an administrative support service to the Provincial Minister; Define and review on a continual basis the purpose, objectives, priorities and activities of the Department; Drive the Departmental strategic planning process; Drive the development and management of the strategic and business plans for the Department; Evaluate the performance of the Department on a continuing basis against pre-determined key measurable objectives and standards; Report to the Provincial Minister on a regular basis on the activities of the Department and on matters of substantial importance to the Administration; Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Department, and of the resources employed by it; Participate in the recruitment of employees in the numbers and grades appropriate to ensure the achievement of the Department's Business Plan; Motivate, train and guide employees within the Department, to achieve and maintain excellence in service delivery; Actively manage the performance, evaluation and rewarding of employees within the Department; Monitor information capacity building within the Department; Ensure involvement in the compilation of a workforce plan, a service delivery improvement programme, and an information resources plan for the Department; Promote sound labour relations within the Department; Actively manage and promote the maintenance of discipline within the Department; Manage participation in the budgeting process at Departmental level, and at Branch/Chief Directorate level; Ensure the preparation of the Annual and Adjustment Budgets for the Department; Assume direct accountability for the efficient, economic and effective control and management of the Department's budget and expenditure; Assume direct accountability for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Department; Report to the Provincial Minister and relevant oversight role players/committees on all aspects of the Department's finances; Diligently perform all duties assigned to the post of Head Official: Provincial Treasury; Assume overall accountability for the management, maintenance and safekeeping of the Department assets; Ensure that full and proper records of the financial affairs of the Department are kept in accordance with any prescribed norms and standards.

**ENQUIRIES**

: Ms Louise Esterhuysen Tel No: (+27 21) 483 5856

**WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

**APPLICATIONS**

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

**CLOSING DATE**

: 29 September 2023

**NOTE**

: Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be

terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

#### OTHER POST

- POST 32/319** : **DEPUTY DIRECTOR: SCM POLICY, PLANNING & PERFORMANCE**  
**MANAGEMENT REF NO: 245**  
Directorate: Procurement Management
- SALARY** : R811 560 per annum (Level 11), all-inclusive package to be structured in accordance with the rules for MMS
- CENTRE** : Head Office, Cape Town.
- REQUIREMENTS** : A relevant recognised 3-year qualification (Degree or National Diploma) plus at least 3-5 years practical experience in a supply chain environment plus Valid Driving Licence and have at least 3 years proven managerial and/or supervisory experience. Recommendation: This is a middle management position that requires an individual with good people management skills to manage large teams with experience in working in large departments and/or organisations. Knowledge of SCM Practices, processes and procedures, Knowledge of HR management practices, PFMA, BBBEE Act, Preferential Procurement and Financial legislation, Knowledge of BAS, LOGIS or similar transversal procurement systems and an electronic quotation system (EPS). Skills: Computer literacy in MS Word, Excel and Access; Good verbal and written communication skills; organisational and planning skills; report writing, problem solving and numeracy skills, negotiation and conflict management skills, Attributes: Ability to work within a team as well as independently whilst focussed on achieving targets; prioritize and organize work whilst functioning under pressure to handle high volumes and meet strict deadlines; disciplined, orderly, systematic; effective communication good interpersonal relationships.
- DUTIES** : Exercise control over the sub-directorate SCM Policy, Planning and Performance Management and Logistical Services. Ensure the effective monitoring and compliance of the supply chain management prescripts and legislative framework. Ability to draft the applicable supply chain policies in line with the requirements of National and Provincial Treasuries. Ensure that the departmental Accounting Officer's System is updated as and when required. Manage the Demand Management functions and have the ability to establish and manage Demand Management Plan, Systems and Controls. Drafting and verification of the departmental Procurement Plan and facilitate the approval thereof. Conduct Market Research Analysis, analyse historical procurement data and establish best practices/sourcing strategies for the procurement of goods and services. Manage the administration of Requisitions received and Reporting databases. Manage the performance management and SCM compliance monitoring assessments. Ensure that all the compliance reporting requirements are adhered to and submitted in accordance with the dates as determined by the National and Provincial Treasury. Ensure the dissemination of all supply chain related prescripts. Manage the capacity building and training needs of SCM officials. Manage the performance of employees in accordance with PERMIS requirements. Manage the SCM Performance Management section and ensure compliance to the requirements of the Internal audit process and findings, the AGSA findings, Internal Control monitoring and compliance monitoring and evaluation of SCM processes. Appointment as Chairperson of the Head Office Quotation Committee.
- ENQUIRIES** : Ms R De Bruyn Tel No: (021) 467 2821