



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 33 OF 2023

DATE ISSUED 15 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.

AMENDMENTS

: **DEPARTMENT OF TOURISM:** Kindly note that the correct salary level for the post of Professional Development Officer that was advertised in Public Service Vacancy Circular 32 dated 08 September 2023 is R359 517 per annum (Level 08).

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE: Kindly note that the following position was advertised in Public Service Vacancy Circular 32 dated 08 September 2023, (1) SCM Clerk: Provisioning and Logistics with Ref No: 2023/381, Centre: Mmabatho Regional Office, please note that the position is ring-fenced for people with disability closing date is extended to 29 September 2023.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT	A	04 - 28
DEFENCE	B	29 - 38
EMPLOYMENT AND LABOUR	C	39 - 54
FORESTRY, FISHERIES AND THE ENVIRONMENT	D	55 - 58
HUMAN SETTLEMENTS	E	59 - 60
NATIONAL SCHOOL OF GOVERNMENT	F	61
NATIONAL TREASURY	G	62 - 69
OFFICE OF THE CHIEF JUSTICE	H	70 - 75
OFFICE OF THE PUBLIC SERVICE COMMISSION	I	76 - 77
SPORT, ARTS AND CULTURE	J	78 - 80
TRADE INDUSTRY AND COMPETITION	K	81 - 82
TRANSPORT	L	83 - 87
WATER AND SANITATION	M	88 - 95

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
EASTERN CAPE	N	96 - 142
GAUTENG	O	143 - 202
KWAZULU NATAL	P	203 - 238
LIMPOPO	Q	239 - 244
NORTHERN CAPE	R	245 - 252
WESTERN CAPE	S	253 - 269

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 02 October 2023 at 16:00
- NOTE** : The application must include only a completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the required qualifications as well as a driver's license where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at the Senior Management Service (SMS) level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government (NSG). Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to SMS as endorsed by DPSA which is an online course, endorsed by the NSG. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the 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. Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or re-organisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

- POST 33/01** : **DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS) TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/2/1/2023/610**
Directorate: PLAS Trading Account Financial Management
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree or Advanced Diploma in Financial Management / Economics / Commerce (NQF Level 7). 5 years of experience at middle / senior managerial level in a finance field. Job related knowledge: Public Finance Management Act, Treasury Regulations, Knowledge and experience in Basic Accounting Systems (BAS), Knowledge of Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF) process, Knowledge of compiling annual financial statements. Job related skills: Facilitation and presentation skills, Analytical and problem-solving skills, People management skills, Communication skills (verbal and written), Project management skills, Service delivery innovation skills, Report writing skills and Computer literacy. Ability to work under pressure and in a team. Ability to meet deadlines. A valid driver's license.
- DUTIES** : Develop and maintain budget and reporting system. Plan and coordinate the development of trading account and budget. Monitor and evaluate revenue trends and integrate funding needs. Compile financial and treasury reports. Maintain the accounting system and support to the provincial offices. Maintain the standard chart of accounts on A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Manage project registrations process. Provide PLAS payment services. Manage the entity banking services. Effect payments to service providers. Provide accounts payable, and reconciliations thereof. Provide accounting control and expenditure services. Liaise with management and external clients. Provide operational access and improvements systems support and training to Provincial Shared Service Centre (PSSC's). Provide internal control and reporting services. Manage the control environment of the entity and all financial policies and procedures. Coordinate all aspects of the trading account annual financial reporting. Provide advice on accounting standards. Liaise with management and external clients. Coordinate the monthly management packs. Provide PLAS investment management support. Manage investment of PLAS trading account. Report on investment decision and results. Undertake due diligence on investment options for PLAS Trading account. Provide investment analysts with financial information and recommendations for decision making. Provide administrative support to the Chief Director.
- ENQUIRIES APPLICATIONS** : Ms M Mokono Tel No: (012) 312 8183
: can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply
- POST 33/02** : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) SERVICE DELIVERY AND OPERATIONS REF NO: 3/2/1/2023/611**
Directorate: ICT Service Delivery and Operations
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE** : Gauteng (Pretoria)

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

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

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

APPLICATIONS : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

OTHER POSTS

POST 33/03 : **DEPUTY DIRECTOR: MARKETING AND BRAND MANAGEMENT REF NO: 3/2/1/2023/584**
Directorate: Internal Communication Services

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

CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Marketing / Brand Management / Communication / Public Relations (NQF Level 6). Minimum of 3 years junior management experience in Marketing / Brand Management / Communication / Public Relations environment. Job related knowledge: Marketing and brand management principles. Public relations. Development communication. Labour Relation Act. Employment Equity Act. Public Service Regulations. Public Service Act. Job related skills: Computer literacy. Problem solving skills. Financial management skills. Project management skills. Interpersonal skills. Analytical skills. Graphic design skills. Communication skills (verbal and written). Organisational skills. A valid driver's license. Team-work. Ability to work under pressure.

DUTIES : Provision of brand management services for the Department and Ministry. Conduct internal and external brand research and surveys to guide brand management interventions. Manage perceptions of staff, public and

stakeholders on the departmental and ministry brand. Manage the signage and wayfinding of the Department. Compile specifications, procure and manage branding and promotional inventory. Management of corporate identity of the Department and Ministry. Develop and implement corporate identity guidelines. Monitor compliance departmental corporate identity guidelines. Conduct awareness campaigns to staff and external partners on corporate identity. Approval of items and merchandise bearing departmental branding. Provision of corporate advertising and media buying services. Conduct research on the appropriate paid media platforms. Conceptualise and develop paid media campaigns. Develop content briefs for advertising with client offices, language services, newsroom and print production units. Book and buy advertising media spaces. Monitor flighting of placed advertisements. Management of corporate promotions and awareness campaigns. Develop an annual exhibition calendar. Conceptualise and implement exhibition aligning with the theme of the event / activity and audience. Develop content briefs for exhibitions and promotions information material with language services, newsroom and print production units. Manage promotional campaigns of the Department. Conceptualise marketing campaigns through online communication platforms. Management of the distribution of information, statutory and promotional material. Develop and manage the distribution strategy and plan of products produced by the department for dissemination to the public and to market departmental products and services. Develop and manage an up-to-date distribution database for information and promotional material.

- ENQUIRIES** : Mr F Mutangwa Tel No: (012) 312 8283
- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/04** : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 3/2/1/2023/583**
Directorate: Human Resource Utilization and Development
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Human Resource Management / Human Resource Development (Management of Training) / Public Management / Public Administration (NQF Level 6). Minimum of 3 years' experience at junior management level in Performance Management environment. Job related knowledge: Knowledge of the National Skills Development Strategy of South Africa. Understanding of Government regulatory framework and processes. Knowledge and understanding of The White paper on the transformation of the Public Service (Batho Pele). Job related skills: Facilitation and presentation skills. Analytical and problem-solving skills. Communication skills (verbal and written). Financial management skills. Project management skills. Conflict management skills. Career management skills. A valid driver's license. Working under pressure and irregular hours.
- DUTIES** : Ensure and coordinate the process of performance management and development. Manage the maintenance and review the approved Employee Performance Management and Development Systems (Senior Management Services Performance Management and Development System and EPMDs). Develop systems to ensure that employee performance management is aligned with organisational performance management. Ensure that all employees are informed on the principles of performance management and development and the application thereof. Provide guidance on the maintenance of a database on employee performance management statistics. Coordinate and ensure timeously submission of employee's performance agreements and annual performance assessments. Monitor trends in the application of the EPMDs and render an advisory to the Department. Ensure that the departmental performance management is in line with Human Resources policies and strategies. Ensure compliance to the performance incentives remuneration budget. Oversee the administration support of

EPMDS. Monitor and follow-up on the submission of performance agreements, personal development plans and performance assessments. Oversee the management of the PMDS database. Co-ordinate the moderating committee meetings. Provide advisory and secretariat services to the moderating committee meetings. Coordinate the appointment of the moderation committees. Render a secretariat service to the Senior Management Services (SMS) moderation committee. Monitor and advise / manage performance rewards and expenditure. Develop, maintain and implement performance management and development strategies, policies, guidelines and procedures. Develop and implement performance management and development policies and strategies. Conduct research to improve performance management processes. Develop measures and strategies for monitoring and management of performance management and development processes. Establish and maintain relationship and partnerships with management and SMS members within the Department. Assist with the transformation of employee mindset towards the successful functioning of the PMDS and Performance culture. Coaching business partners on performance management best practices. Impact analysis of the implemented programmes. Provide capacity building to line managers and employees on PMDS. Identify and address the performance management needs for employees. Develop briefing sessions / workshops on performance management and development plans. Conduct workshops / training sessions. Assess the impact of the implemented intervention on performance management. Manage the sub-directorate. Manage the resources of the sub-directorate. Monitor and ensure proper utilisation and maintenance of equipment. Monitor and evaluate performance of employees. Ensure capacity building and training of staff in the sub-directorate. Conduct strategic and operational planning. Manage probationary reports administration. Quarterly probation reports. Confirmation of probationary period. Oversee the maintenance and updating of the probation reports records / database.

- ENQUIRIES** : Mr B Bilankulu Tel No: (012) 312 9581
- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/05** : **DEPUTY DIRECTOR: INFORMATION TECHNOLOGY AUDIT REF NO: 3/2/1/2023/589**
Directorate: Information Technology Audit
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Auditing / Information Technology. Minimum of 3 years' junior management experience in Information Technology Auditing. Membership of the Institute of Internal Auditors is recommended. Job related knowledge: Project Management best practice. The Standards of the Institute of Internal Auditors. Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (written and verbal). Interviewing skills. Analytical and problem-solving ability. Staff and interpersonal skills. Project management skills. Computer skills. Business process analysis skills. Risk and control assessment skills. A valid driver's license.
- DUTIES** : Participate in the compilation of the Information Technology Audit Directorate's strategic and operational plans in line with the Chief Directorate's quality standards, methodologies, policies and procedures on an annual basis. Participate in the compilation of the Information Technology Audit Directorate's operational plan by April each year. Compile the Information Technology Audit Directorate's operational and process risk registers by April each year. Implement the Information Technology Audit Directorate's operational plan and risk register action plans allocated to this position on a continuous basis and report progress to the Director: Information Technology Audit on a monthly basis. Participate in the compilation of the Information Technology Audit Directorate's portion of the Strategic 3 year Rolling and Annual Internal Audit

Plans by April each year. Execute / Manage the planning of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Planning Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on the continuous basis, and reports progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Execution of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation of the electronic audit software of the Execution Phase Deliverables of the Information Technology Audit Directorate's specialised project allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Execute / Manage the Reporting of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda. Execute / Manage the compilation on the electronic audit software of the Reporting Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director Information Technology Audit on a weekly basis. Execute / Manage the Closure of the specialised annual audit plan projects according to the deliverables and timelines defined on the approved audit projects planning memoranda and follow-up on implementation of management action plan on Internal Audit Report of the specialised annual report previous audit plan projects. Execute / Manage the compilation on the electronic audit software of the Closure Phase Deliverables of the Information Technology Audit Directorate's specialised projects allocated to this position, in line with the Chief Directorate's quality standards, methodologies, policies and procedures on a continuous basis, and report progress to the Director: Information Technology Audit on a weekly basis. Analyse the line managements status of implementation of action plans of the Information Technology Audit Directorate's specialised internal audit reports allocated to this position and clarify the statuses with line managers on a quarterly basis. Manage the Information Technology Directorate's resources allocated to this position. Manage human, logistical and financial resources allocated to this position on an on-going basis in line with Departmental prescripts.

- ENQUIRIES APPLICATIONS** : Mr M. Rammutla Tel No: (012) 312 9840
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/06** : **DEPUTY DIRECTOR: QUALITY ASSURANCE REF NO: 3/2/1/2023/602**
 Office of the Chief Registrar of Deeds
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with MMS)
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma (NQF 6) in Financial Management / Accounting / Public Administration. Minimum of 3 years junior management experience in the financial management environment. Knowledge of the Public Finance Management Act. Basic Accounting System. Treasury Regulations. Medium Term Expenditure Framework (MTEF). Computer Literacy. Communication Skills (Verbal and Written). Interpersonal skills. Organising Skills. Analytical skills. Decision making Skills. A valid driver's license.
- DUTIES** : Provide quality assurance with regard to completeness, accuracy, cut off, classification and accuracy of classes of transactions in the Financial Statements, Valuation, completeness, existence and rights and obligation of account balances in the financial statements. Quality assure the presentation and disclosure in the financial statements in line with financial reporting

framework, (GRAP). Interpret and implement accounting standards. Review files, reports and all implementation guidance from National Treasury, the Accounting Standards Board and SAICA. Provide requisite knowledge of Financial Reporting Framework through Knowledge of Accounting Standards and interpretations (including implementation guides) and consultations. Review interim and annual financial statements in line with the relevant financial reporting framework (standards of GRAP and interpretations). Review all presentation and disclosure to ensure that it is accurate and complete in accordance with GRAP requirements. Quality assure reports supporting financial statements and other supporting schedules. Quality assure accounts transactions and account balances for compliance with internal financial controls (Completeness, occurrence, cut off, classification, accuracy, valuation, existence and rights and obligations). Facilitate the process of ensuring that other officials preparing and reviewing financial statements and reports have the requisite knowledge that is in line with the relevant financial reporting framework and in line with the Accounting Standards Boards requirements for preparers and reviewers of financial statements. Conduct consultations with the ASB, SAICA and National Treasury to keep abreast with the financial prescripts amendments. Provide risk management and implementation of internal legal and financial controls. Forward audit queries to relevant line manager for appropriate response within five working days. Coordinate audit request from AGSA. Coordinate AFSAs, queries raised and ensure action is taken to respond to queries raised by line manager. Coordinate Internal Audit queries raised and ensure action is taken to respond by line managers with reasonable time. Coordinate risk registers and ensure that monitoring of risk as per risk guidelines is adhered to by line managers. MPAT reporting. Coordinate implementation of management action plan. Provide assistance in the prevention of unauthorised, irregular and fruitless expenditure. Review the report of irregular and fruitless. Analyse all payments made to detect any irregular fruitless expenditure. Facilitate the implementation of good governance principles to enhance cost effective and efficiency in service delivery. Formulate creative and innovative solutions to enhance cost effectiveness and efficiency in service delivery.

- ENQUIRIES** : Mr. L Tshivhase Tel No: (012) 338 7238 and Mr. R Saila Tel No: (012) 338 7296
- APPLICATIONS** : Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Corner Bosman and Pretorius Street, Pretoria- Central, Pretoria, 0001 before the closing date as no late applications will be considered.
- NOTE** : African, Coloured, Indian and White Females and African Coloured, Indian and White Males and people with disabilities are encouraged to apply.
- POST 33/07** : **ASSISTANT REGISTRAR OF DEEDS: EXAMINATION AND SORTING REF NO: 3/2/1/2023/606**
Office of the Registrar of Deeds
- SALARY** : R811 560 per annum (Level 11) (All-inclusive package to be structured in accordance with MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Law / National Diploma Deeds Registration Law / Buris / B Proc / LLB. Minimum of 4 years' experience at junior management level in Deeds environment. Extensive and proven ability in knowing, interpreting, and applying various legislation and Acts pertaining to registration of Deeds including (but not limited to): Deeds Registries Act, Sectional Titles Act, Ordinances, Proclamations, Case Law, Common Law. Ability to address a professional audience comfortably. Ability to convey knowledge to others. Planning and execution skills. Communication skills. Project Management skills.
- DUTIES** : Monitor examination of deeds and documents. Check deeds and documents for registrability and take corrective measures. Grant hearing to Conveyancers, make ruling and provide guidance. Provide inputs for the update of deeds practice manual, legislation, and draft circulars. Report on examination team performance, standards, and turnaround times. Update acts, manuals, and circulars. Execute deeds. Validate that appointed appearer has signed execution clause / request for registration. Verify validity date of relevant certificates. Sign all deeds and documents that are registrable. Report

problems with regard to execution of deeds, to ARD / DROD in charge of execution. Draft reports to court. Receive the notice of motions and all supporting documents. Peruse notices of motions and supporting documents. Research the facts there in. Compile a report to court and attach all relevant documents. Manage the execution of deeds and documents. Attend to the requests for late and expedited execution of deeds and arrange for final black booking. Notify conveyancers regarding problems encountered on deeds at execution and provide guidance. Monitor execution register for Conveyancers. Reject deeds that are not registrable. Attend to simultaneous registration with other offices. Manage distribution of deeds. Verify the information on the distribution list with actual deeds batches and spot-check. Verify returned deeds against distribution list and initiate corrective measures. Manage statistics, exception reports and implement corrective measures. Prevent and address backlogs. Attend to queries relating to deeds on the system. Authorize request for withdrawal of deeds. Manage the update procedure manual.

- ENQUIRIES** :
- APPLICATIONS** : Ms. DP Sambo Tel No: (012) 312 8737
Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at 600 Lillian Ngoyi Street, Berea Park, 0001
- NOTE** : African, Indian and White Males, and African Females. People with disabilities are encouraged to apply.
- POST 33/08** : **SENIOR PLANT PRODUCTION SPECIALIST REF NO: 3/2/1/2023/579**
Directorate: Plant Production
- SALARY** : R811 560 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and Bachelor of Science in Agriculture Degree. Minimum of 3 years junior management experience in plant production or agronomy. Job related knowledge: Knowledge of legislation and policy formulation. Knowledge of scientific research. Good knowledge of global and national agricultural research systems and activities. Good knowledge of production practices and trends in South Africa. Job related skills: Good communication skills (verbal and written). Good programme project management skills. Strategic planning and management of resources. Organizational skills. Financial management skills. Good leadership and managerial skills. Good computer skills (Microsoft Project, Word, Excel, Access and PowerPoint). A valid driver's license.
- DUTIES** : Develop policies, programmes and processes in relation to the sustainable plant production and management of agronomic crops. Formulate strategic outputs as per the organization strategies and priority programmes of the Department and the needs of the sector. Develop and implement policies, legislation, norms and standards on plant production research and technology development. Coordinate the setting of standards and operating procedures. Provide support and advise to the industry and stakeholders. Monitor the efficient implementation of policies and programmes. Provide leadership and co-ordination of research and technology development programme including the preparation of guidelines, manuals and scientific and technical reports. Analyse and give advice of evaluation, assessment and application of research and development activities on plant production. Ensure that biological scientific trials are designed, conducted and interpreted in a sound scientific manner. Provide strategic leadership at national and Provincial research activities. Coordinate appropriate research with other relevant institutions such as Agricultural Research Council (ARC), Council for Scientific and Industrial Research (CSIR) and Provincial Department of Agriculture research institutes. Participate in relevant research and technology fora through writing of scientific and popular publications as well as attending conferences / congresses and other events. Publish and present reports on research and technologies developed. Source funding for research projects. Co-ordinate and provide leadership in participation of the Directorate in priority programmes of the Department as well as other government initiatives. Contribute towards the implementation of the South African Climate Change Sector Plan and other natural disaster management programmes. Contribute towards the development and implementation of global missions (Food and Agriculture Organization (FAO)) on conservation agriculture. Contribute towards the implementation of the agreement on co-operative sectoral approaches and

sector specific actions of the United Nation Framework Convention on Climate Change. Participate in committees and for implementation of Natural Resource Conservation programmes. Liaise with clients and stakeholders from other government Departments, parastatals and industry and provide advice to ensure effective coordination of South African research activities. Liaise with stakeholders, strategic partners, producer organizations, scientific bodies, academia and research institutions and other spheres of government (Local, Provincial and other National Departments through relevant fora, the National Sector Working Groups as well as the Interdepartmental Working Groups). Provide technical advice to relevant producer organizations, Non-Governmental Organization (NGOs), Research Institutes, Regional (Southern Africa Development Community (SADC)) and Global (FAO). Provide general management of the agronomy division. Provide mentorship and training to promote skills / knowledge transfer to clients and staff. Supervise the performance and development of junior officials. Implement knowledge sharing initiatives. e.g. workshops and seminars.

- ENQUIRIES** : Mr J Mahlabe Tel No: (012) 319 6072
- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : Coloured, Indian and White Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 33/09** : **RESTITUTION ADVISOR REF NO: 3/2/1/2023/594**
Directorate: Operational Management
- SALARY** : R527 298 per annum (Level 10)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and an appropriate LLB or B Proc Degree. Minimum of 4 years extensive post-qualification legal professional and advisory experience. Admission as an Attorney or Advocate. Post qualification experience in court litigation. Experience in conveyance and vetting documents. Job related knowledge: Knowledge of Restitution of Land Rights Act, 22 of 1994, Law and other relevant Acts and Legislative prescripts. Specialised knowledge of Constitutional Law. Law of Contracts. Knowledge of South African Law, in particular Land Reform laws. Post qualification experience in court litigation. Knowledge of conveyance and vetting of documents. Job related skills: Proven supervisory and management skills, Ability to draft legal opinions and contracts, Negotiation skills, research and very good writing skills. Ability to think independently, analytically and innovatively. Good problem-solving skills. Mediation and conflict resolution skills. Computer literacy. Skills in court litigation. Communication skills (verbal and written). A valid driver's license. Preparedness to travel and work irregular hours under tremendous pressure.
- DUTIES** : Check legal compliance. Check research report e.g. Rule 3 and Rule 5. Check Section 42D. Check Gazette report. Attend to negotiations with farmer / landowner. Prepare response to the representation for the farmer / landowner. Prepare response to the representation for the farmer / landowner. Check Section 42E expropriation. Check claimant verification. Check Communal Property Association 1 (CPA) to CPA 8 / Trust constitution. Liaise with landowner. Check financial compensation funds. Prepare settlement agreements. Check CPA constitution. Provide litigation support in the Restitution Branch. Draft referrals. Issue notice of instruction to appoint State Attorney. Facilitate the process of legal representation. Exchange of court document (Pleadings). Attend courts. Attend Pre-trials. Serve referrals on interested parties. File the notice of referrals. Facilitate the implementation of court orders. Attend consultations with State Attorney and Advocates. Draft legal documents. Draft legal documents (deed of sale). Draft settlement agreement. Draft lease agreement. Draft caretaker ship agreement. Draft CPA constitution. Facilitate adoption of CPA constitution. Facilitate the elections of the CPA. Draft legal opinion and documents. Transfer private or state land. Prepare financial compensation submission. Facilitate the registration of transfers. Sign agreements for both parties. Facilitate transfer of payments. Issue instruction of conveyers. Monitor the transfers on a weekly basis and inspection. Issue instruction to State Attorney for transfer and pay the balance. Issue instruction to State Attorney inclusive of Section 42D. Request clearance

		rates from Municipality. Prepare memorandums for payment of rates. Acquire proof of payment of rates. Obtain certificates from Municipality. Monitor the transfer process until the end and inform the claimants.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr KE Sebitiele Tel No: (018) 388 7115
	:	can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Corner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 33/10</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 3/2/1/2023/601</u> Office of the Chief Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Gauteng (Pretoria)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Diploma in Human Resource Management. Minimum of 3 years supervisory experience in HRM environment. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Public Service Regulations. Computer Literacy. Communication skills (Verbal and Written). Presentation skills. Interpersonal skills. Organising skills. Driver's License.
<u>DUTIES</u>	:	Co-ordinate human resources leave records. Monitor leave credits for employees. Monitor compliance and implementation of leave directive. Approve leave transactions on PERSAL. Administer PILIR. Monitor compliance with PILIR policy and procedures. Prepare reports and statistics on PILIR issues. Provide technical advice on PILIR issues. Administer human resource allowances and orders. Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long services recognition, overtime, relocation, Pension, allowances etc.) in line with policies and regulations. Recommend (approve) transactions on PERSAL according to delegations. (Final authorizations should happen on a higher level preferable at AD or higher level. Prepare reports on human resource administration issues and statistics. Monitor human resource service terminations and handle pension enquiries. Monitor the administration of termination of service. Quality check pension documents. Prepare reports on human resource services termination issues and statistics. Monitor submission of exit interviews.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr H Tshinavhe Tel No: (012) 338 7389
	:	Please ensure that you send your application to Private Bag X918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Corner Bosman and Pretorius Street, Pretoria- Central, Pretoria, 0001 before the closing date as no late applications will be considered.
<u>NOTE</u>	:	Coloured, Indian and White Females, Coloured, Indian and White Males and people with disabilities are encouraged to apply.
<u>POST 33/11</u>	:	<u>ASSISTANT DIRECTOR: SECTOR TRANSFORMATION REF NO: 3/2/1/2023/578</u> Chief Directorate: Sector Transformation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Gauteng (Pretoria)
	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree (NQF Level 6) in Development Studies. Minimum of 3 year's relevant experience in Sector Transformation environment. Job related knowledge: Knowledge and understanding of legislation and policies on transformation, gender, disability and youth development. Knowledge of policy and strategy development. Knowledge and understanding of monitoring systems / mechanisms. Job related skills: Policy development and analysis skills. Monitoring and research skills. Report writing skills and Presentation skills. Excellent communication skills (verbal and written). Knowledge of project planning and management skills. Problem solving and analysis skills. Facilitation and coordination skills. Computer skills. A valid driver's license.
<u>DUTIES</u>	:	Facilitate and coordinate the implementation of policies, programmes, and projects to promote sector transformation. Develop and implement action plans to ensure implementation of and compliance policies, programmes and projects e.g. Vulnerable Workers Programme and Women Empowerment. Coordinate the activities of Non-Governmental Organisations (NGO's)

providing services to identified groups (e.g. vulnerable workers on farms, women, etc.). Facilitate the establishment of sector transformation forums and task teams where necessary and coordinate their activities. Capacitate stakeholders in the sector on transformation matters. Provide support in stakeholder mobilization and advocacy on sector transformation matters. Coordinate awareness campaigns, training sessions and workshops on sector transformation. Assist in the planning, coordination and hosting of national events related sector transformation policies, programmes and projects. Perform administrative support and related functions in the Directorate. Develop and maintain database. Compile and submit reports in the following: Transformation and empowerment. Gender and youth development. Equality and equity. Disability. Vulnerable workers. Compliance with the Broad-Based Black Economic Empowerment (B-BBEE) and Transformation Charter.

**ENQUIRIES
APPLICATIONS**

: Mr M Selwane Tel No: (012) 319 6228
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

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

POST 33/12

: **ASSISTANT DIRECTOR: SERVICE LEVELS REF NO: 3/2/1/2023/593**
 Directorate: Information Communication Technology (ICT) Service Management
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum (Level 09)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Purchasing Management / Logistics Management / Finance / Public Management / Local Government Management. Minimum of 3 years working experience in Supply Chain Management environment with service level management / contract management. Job related knowledge: Public Finance Management Act (PFMA). Treasury Regulations and Departmental tender procedures. Job related skills: Computer literacy. Communication skills (verbal and written). Problem solving skills. Analytical skills. Interpersonal skills and supervisory skills. A valid driver's license.

DUTIES

: Develop service level agreement with service providers. Develop service level agreements based on the business case, service requirements, Terms of Reference and contracts. Negotiate service level agreements with service providers. Ensure service level agreements are aligned with business needs and improve service quality. Ensure service level agreements are approved by both parties and signed-off. Manage service performance of the service providers. Schedule monthly service level review meetings for all signed service level agreement. Conduct service level reviews to manage service provider's performance. Ensure enhancement of measured service quality. Ensure gaps are identified and resolved for service improvements. Supplier relationship management. Build strategic relationships with suppliers, ensuring structured management is in place and the suppliers are appropriately engaged to ensure both the corporation and the Department get the good service. Develop ongoing partnership-based relationship to obtain regular updates on status of services. Create conducive environment and promote effective communication with supplier for the benefit of the Department. Ensure at all times that suppliers are clear with Office of the Chief Information Officer service expectations. Participate in periodic reviews to ensure contractual compliance and value for money in conjunction with the Contract Manager. Maintain customer focus on all decisions and actions, engaging appropriately with suppliers and partners for the good of business. Governance and audits. Adhere to Service Level Management (SLM) Information Technology Infrastructure Library (ITIL) framework and ICT Governance.

**ENQUIRIES
APPLICATIONS**

: Mr R Naidoo Tel No: (012) 312 8678
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 33/13 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/590**
Directorate: Genetic Resources
(12 Month Contract)

SALARY : R359 517 per annum (Level 08), (Plus 37% in lieu of benefits)
CENTRE : Gauteng (Pretoria)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy, Interpersonal skills, Organising and planning skills, Communication skills (written and verbal), Analytical skills, Problem solving skills, Financial management skills and Reporting writing skills.

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

ENQUIRIES : Dr N Netnou-Nkoana Tel No: (012) 319 6214 / 6024
APPLICATIONS : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 33/14 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2023/596**
Directorate: Financial and Supply Chain Management Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Limpopo (Polokwane)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Logistics Management / Public Management / Purchasing Management / Supply Chain Management / Management (Logistics / Supply Chain Management). Minimum of 2 years working experience in Logistics and Transport environment. Job related knowledge: Knowledge of Public Sector procurement processes, Knowledge of Supply Chain Management Policy Framework or guide to accounting officers, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations and other Supply Chain Management prescript, Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (written and verbal), Supervisory skills, Good interpersonal relations skills, Time management skills, Organising and office administration skills, Good data

- analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Administer payments on Logistical Information System (LOGIS). Authorise payments on LOGIS. Ensure payments are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in the order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangements. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcel. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly reporting inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of LOGIS as a system controller. Facilitate registration of new users. Coordinate LOGIS training for users. Monitor profiles for LOGIS users. Liaise with National Treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are placed as per the request.
- ENQUIRIES** : Mr LS Mahasha Tel No: (015) 495 1956
- APPLICATIONS** : can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/15** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/587 (X2 POSTS)**
Directorate: District Office
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 2 years' experience in a cooperatives and enterprise development environment. Job related knowledge: Good knowledge, understanding and interpretation of budget management. Good knowledge of departmental land reform programmes, legislation and procedures. Job related skills: Communication skills (verbal and written). People management skills. Negotiation skills. Performance management skills. Conflict resolution skills. Facilitation skills. Capacity building skills. Financial management skills. Map reading, analysis and interpretation skills. A valid driver's license. Willingness to travel and work irregular hours.
- DUTIES** : Support rural enterprise and industries supported in areas with economic opportunities. Conduct need assessment. Compile a memo for support. Compile specifications. Liaise with other relevant stakeholders' e.g Gauteng Department of Agriculture and Rural Development (GDARD). Monitor and verify delivery and implementation of procured items. Create database of cooperatives and enterprises. Ensure enterprise complies with legal entity registration policies and governance. Monitor supported enterprises. Submit Portfolio of Evidence. Facilitate skills development for cooperatives and rural enterprises. Conduct skills audit / training gaps assessment. Liaise with training coordinators for training. Assist with logistical arrangements for training. Update database. Submit Portfolio of Evidence. Create job opportunities. Ensure creation of job opportunities in enterprises supported. Submit Portfolio of Evidence. Facilitate market linkages. Identify market requirements. Facilitate market requirements standards and compliance. Facilitate signing of the contract / letter of intent. Submit Portfolio of Evidence. Render farmer mobilisation. Organise and mobilise community for participatory development linked to commodity value chains and Agri-Parks program. Ensure Invitation to meetings. Arrange all logistics for the meetings. Report and provide Portfolio of Evidence.
- ENQUIRIES** : Ms P Ledwaba Tel No: (012) 337 3657

APPLICATIONS : can be submitted by post Private Bag X09, Hatfield, 0028 or hand it delivered to: Suncardia Building, 6th floor, 524 Corner Steve Biko and Stanza Bopape Street, Arcadia, 0083

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

POST 33/16 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/608**

SALARY : R359 517 per annum (Level 08)
CENTRE : Office of the Registrar of Deeds: Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in administration environment. Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS) system. Computer Literacy. Interpersonal skills. Organising and Planning skills. Communication (Written and Verbal). Analytical skills. Problem Solving skills. Financial Management skills. Report writing skills.

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

ENQUIRIES : Mr E Nyamandi Tel No: (015)283 2359/ Ms. M Mobe Tel No: (015) 283 2359
APPLICATIONS : can be submitted by post Private Bag x9717, Polokwane, 0700 or Hand deliver it to the Office of the Chief Registrar of Deeds: Limpopo at 101 Dorp Street, Polokwane Central, 0700

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

POST 33/17 : **SENIOR SECURITY ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/592**
Directorate: Physical Security and Special Events

SALARY : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Security Management / Police Science plus (Grade A) Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 2 years' experience in the Physical Security environment. Job related knowledge: Knowledge of control room procedure Closed Circuit Television (CCTV) surveillance system. The Criminal Procedure Act. Minimum Physical Security Standards (MPSS) document. Minimum Information Security Standard (MISS) document. Occupational Health and Safety (OHS) Act. Job related skills: Investigation skills. Computer literacy. Communication skills (verbal and written). Facilitation skills. Report writing skills. Presentations skills. Liaison skills. Interpersonal skills. A valid driver's license.

DUTIES : Assistant the Directorate with general administration and procurement. Procurement of goods and service. Ensure submission of invoices every

month. Ensure filing of invoice and order copies. Develop recon for all contractor's payment. Ensure Demand Management Plan (DMP) is in place and submitted. Support with the management with physical security operations. Oversee control room operations. Coordinate repairs or replacement of malfunction security system. Conduct security inspection of all security equipment's. Ensure access control compliance and adherence of security policies. Coordinate and monitor key control measures. Facilitate and coordinate key audit. Identify training course for key custodian. Conduct security key control measures awareness to officials. Research for new key control systems methods. Assist with preliminary investigation for security breaches. Report all breaches to all relevant stakeholders. Create registers for security breaches. Ensure officials open cases with South African Police Services (SAPS). Inform management immediately. Conduct physical security assessments. Conduct security assessments and audits. Submit assessment reports with recommendations for approval.

**ENQUIRIES
APPLICATIONS**

: Mr TK Maila Tel No: (012) 312 8627
 : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

NOTE

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

POST 33/18

: **ADMINISTRATIVE OFFICER: LAND RIGHTS MANAGEMENT FACILITY (LRMF) REF NO: 3/2/1/2023/588**
 Directorate: Land Rights Policy and Systems Development
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Degree in Office Management and Technology. Minimum of 1-year experience in office management and administrative support to panel members. Job related knowledge: Public Finance Management Act (PRMA). Project Management. Knowledge of Land Reform Prescripts and Policies. Public Service Regulations. Job related skills: Report writing skills. Presentation skills. Communication skills (verbal and written). Facilitation skills. Project management skills. People management skills. Research skills. Analytical skills. Interpersonal skills.

DUTIES

: Examine performance and invoice of mediators and judicial administrators. Receive approved application form for allocation of work to Panellists. Peruse documents to determine a need for further documentation/clarification of instruction in Regional Land Claims Commissioner (RLCC) office and Special Master: Labour Tenants (SMLT). Determine the next person to be appointed on rotational system of panel member for that Province. Open a file, classify it properly and give it a reference number. Peruse the bid documents for the accountable party to gain personal information such as address, phone number and admissions or training in mediation certification. Verify whether the Panellist supplier's maintenance details were registered and accepted by the National Treasury (dependency). Draft case allocation letter to the Panellist. Provide administrative support in terms of ensuring the submission of the following: Preliminary report on the prospect of success of the case. Project execution plan from Panellist. Monthly progress reports to monitor compliance and progress. Ensure compliance of Service Level Agreements (SLA) between Panellist and DALRRD. Ensure that the performance reports and the claimed invoice is in line with proper legal court procedure. Render administrative financial management services. Receive and vet monthly invoices to verify the following: Duplicates. Claimed items are supported by Portfolio of Evidence (POE). Invoice claimed aligns with LRMF tariffs. Approval for the appointment of external service provider. Claimed items are in line with the approved mandate of the Panellist, plan and the budget. Draft the invoice assessment report and send it to the Panellist to accept or reject the assessment results. Render general office support services to panel members. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Administer asset for Land

		Rights Policy and System Development. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Mehlomakulu Tel No: (012) 312 8150
	:	can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
<u>NOTE</u>	:	African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 33/19</u>	:	<u>CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/609</u> Office of the Registrar of Deeds
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Western Cape (Cape Town)
	:	Applicants must be in a possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of Chief Deeds Registration clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.
<u>DUTIES</u>	:	Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transactions and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle DRS related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office. Compile system change request. Report malfunctioning of system (DRS) and equipment (Heavy duty Printer, Computers). Monitor system (DRS) response times and report the delays. Update conveyancers, register in terms of Regulation 16. Handle data related queries. Compile credit and debit notes and keep register. Attend overnight searches (long searches). Attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for ICT governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Clark Tel No: (021) 464 7601
	:	can be submitted by post to: Private Bag X9073, Cape Town, 8000 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at New Revenue Building, 90 Plein Street, Cape Town, 8001
<u>NOTE</u>	:	African and Coloured Males, and African Females and People with disabilities are encouraged to apply.
<u>POST 33/20</u>	:	<u>SENIOR GEOMATICS OFFICER REF NO: 3/2/1/2023/581</u> Directorate: Mapping Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Western Cape (Mowbray)
	:	Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Minimum of 3 years post qualification experience in a geomatics, geospatial or cadastral environment. Job related knowledge: Good Geographical Information Science (GISc) knowledge with regards to data capture, structuring and manipulation. Knowledge of aerial photo interpretation for topographic mapping. Mapping knowledge including feature identification and data representation. Knowledge of cartographic procedures. Good data and information management. Job related skills: Good computer literacy and Good communication skills (verbal and written). For Photogrammetric work must have good stereographic vision.
<u>DUTIES</u>	:	Capturing of different geospatial data into the Integrated Topographic Data. Interpret imagery and map the topographical features. Implement the topological rules as defined. Capture the metadata for the topographic features. Classify and map the identified land cover classes by interpreting imagery. Quality check the accuracy of mapped land cover classes in accordance with requirements. Perform data manipulation according to the requirements and import to the database. Ensure maintain the geospatial data

security in the database. Check all the errors found in the tape library (Hardware, Software). Check the security of the archives tapes at the storage and verify that are readable. Process and report on all the captured aerial imagery spatial flight plan (Photo, flight lines and boundary) in the database. Process the captured aerial imagery ground position system data into the database according to the allocated aerial imagery job. Acquire, process and produce geospatial information for all mapping purposes. Edit and manipulate geospatial data for creating maps. Prepare and import all the geospatial data for maps spatial environment. Process captured geographic names and other data required to produce a map. Apply defined cartographic generalization principles in producing the maps. Ensure compliance to standards and specifications at all times. Conduct and apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture and validate elevation data in accordance with standards and specifications. Perform quality and data verification on data at all times. Assist with archival of the final maps and geospatial data. Disseminate, promote and assure quality of geospatial information and services to clients. Provide correct geospatial information, create awareness and quality to clients in accordance with service delivery standards. Engage in awareness of geospatial information with internal and external clients. Prepare datasets of products and services for established vendors and district municipalities under limited supervision. Assist with stock management and stock recounts. Prepare and send invoices and quotations to clients. Perform administrative and related functions. Acquire, validate and process ancillary data for topographic mapping purposes. Collect and prepare base materials for field annotation for each map. Source the latest geospatial ancillary data and identify the changes detected on the previous edition map. Prepare digital field annotation and provide a list of features to be verified in the field. Process all the captured ancillary data by authenticating its accuracy for geographic names and their positions in the Integrated Topographic Data.

ENQUIRIES APPLICATIONS : Ms T Rambau Tel No: (021) 658 4300
 : can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001

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

POST 33/21 : **CONTROL DEEDS REGISTRATION CLERK: DATA REF NO: 3/2/1/2023/605**
 Office of the Registrar of Deeds

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Gauteng (Pretoria)
 : Applicants must be in a possession of a Grade 12 Certificate. Minimum of 5 years' experience at a level of Chief Deeds Registration clerk (data section). Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

DUTIES : Control workflow in data section. Distribute the work, allocate duties and control workflow. Generate report for non-verified transections and non-captured deeds. Compile quality assurance reports on daily basis. Compile production statistics and take corrective measure. Report on sections performance. Handle DRS related queries. Issue the forms for resets and revokes DRS to the user IDs in the deeds office. Compile system change request. Report malfunctioning of system (DRS) and equipment (Heavy duty Printer, Computers). Monitor system (DRS) response times and report the delays. Update conveyancers, register in terms of Regulation 16. Handle data related queries. Compile credit and debit notes and keep register. Attend overnight searches (long searches). Attend to rectification of data errors. Supervise the functioning of the data section. Provide inputs for ICT governance. Submit the inputs of the procedure manual on annual basis. Compile production stats and take corrective measures.

ENQUIRIES APPLICATIONS : Ms. D Sambo Tel No: (012) 312 8737
 : Please ensure that you send your application to Private Bag X183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at 600 Lillian Ngoyi Street, Berea Park, 0001.

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

POST 33/22 : **GENERAL TECHNICAL ASSISTANT REF NO: 3/2/1/2023/586**
Directorate: Plant Production: Gauteng

SALARY : R241 485 per annum (Level 06)

CENTRE : Roodeplaat

REQUIREMENTS : Applicants must be in a possession of Grade 12 Certificate with Life Sciences (Biology) and Mathematics Literacy as a passed subject. A minimum of 1 year working experience in a seed testing laboratory. Job related knowledge: Seed testing knowledge. Job related skills: Seed science skills (morphology, taxonomy, physiology). International seed testing processes and methodologies. Quality assurance practices. Laboratory safety measures. Communication skills (verbal and written). Planning and organizing skills.

DUTIES : Conduction of the physical purity analysis. Assess physical status of sample, weigh and report. Apply appropriate dividing technique, weigh and report. Interpret purity technical requirements for the applicable seed kind (Pure Seed Definition). Apply the PSD to conduct analysis procedure. Study other seed if found and observe seed characteristics according to familiarities. Compare seed with seed identification literature and confirm comparison with seed in reference collection. Describe, weigh and report results. Package components for record purposes and additional testing. File laboratory report in specified area. Report non-conformances and incidents. Conduction of the germination test, i.e. planting and evaluation. Planting: Verify and interpret the applicable planting requirements for the seed kind. Prepare containers and substrate according to prescribed method. Apply appropriate dividing technique for obtaining a planting work sample. Position seed in / on substrate, complete planting procedure and place into correct germination apparatus (temperature specific). Report planting details on germination work sheet. File laboratory report in specified area. Report non-conformances and incidents. Evaluation: Verify and interpret the applicable technical seedling evaluation criteria for the seed kind. Report any general observations. Apply technical judgement to assess the physical appearance of the replicate. Group seedlings and left over seed according to prescribed categories. Report number of seedlings and left over seed per group / category and describe abnormalities on germination work sheet. Finalize test or extend incubation period when required according to International Seed Testing Association (ISTA) Rules. File laboratory report in specified area. Reporting of non-conformances and incidents. Conduction of tests related to seed analysis, other than the purity analysis and germination test, as required for quality determination. Verify seed kind. Read, interpret and apply test technical methodology applicable to test type as requested. Consult relevant officials, if required. Report results on work sheet. File laboratory report in specified area. Report non-conformances and incidents. Implement quality assurance system, occupational health and safety measures, as well as good laboratory practices. Monitoring and calibration of apparatus. Maintain tidiness of work area / surfaces. Apply health and safety measures in accordance with legislation and prescribed procedures, e.g. make use of Personal Protection Equipment. Apply rules and standards for handling, packaging, filing and storage to maintain quality of sample and documents. Filing of records / documents. Report of non-conformances and incidents.

ENQUIRIES : Ms A Chonco Tel No: (012) 319 6059

APPLICATIONS : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083

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

POST 33/23 : **GEOMATICS OFFICER REF NO: 3/2/1/2023/580**
Directorate: Mapping Services

SALARY : R241 485 per annum (Level 06)

CENTRE : Western Cape (Mowbray)

REQUIREMENTS : Applicants must be in a possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. No experience required. Job related knowledge: Geographic Information Science (GISc) knowledge

- regarding data capture, structuring and manipulation. Aerial photo interpretation for topographic mapping. Cartography. Photogrammetry. Surveying. Job related skills: Data search skills. Computer literacy. Data and information management skills. Communication skills (verbal and written). Knowledge management skills.
- DUTIES** :
- Capturing of different geospatial data into the Integrated Topographic System. Capture topographical features from the imagery. Deleting and modifying the existing topographical features by applying topological rules. Capture the identified land cover classes. Update the national quality control points for land cover using high resolution imagery. Always maintain data security of geospatial data. Copy geospatial data from the database (Integrated Topographic Data) to the other medium format. Clean geospatial data from various formats and sources according to the requirements. Capture aerial imagery spatial flight plan data (photo, flight lines and boundary) into the database. Capture aerial imagery ground position system data. Acquire, process and procedure geospatial information for all mapping processes. Prepare, edit the geospatial data to be used for creating maps. Import geospatial data for map spatial environment. Capture and process the geographic names and other data required to produce a map. Cartographic generalization principles are applied during map production. Produce maps in accordance with standards and specifications. Apply photogrammetric absolute orientation of aerial imagery in accordance with standards and specifications. Capture elevation data in accordance with standards and specifications. Perform quality checks on all the data processed. Disseminate and promote and assure quality of geospatial information and services to clients. Assist with preparation of geospatial information to clients in accordance with service delivery standards. Assist with the preparations of datasets of products and services for established vendors and district municipalities. Assist with stock management. Perform administrative and related functions. Assist with preparation of invoices and quotations. Acquire, validate and process ancillary data for topographic mapping purposes. Assist with the identification and collection of base materials for field annotation. Identify the latest changes detected in the previous edition map. Capture digital field annotation as per standard requirement. Generate annotation queries for each map to be addressed in the field. Capture all the ancillary data in the database as per requirement.
- ENQUIRIES APPLICATIONS** :
- Ms T Rambau Tel No: (021) 658 4300
- can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
- NOTE** :
- Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 33/24** :
- SENIOR DATA CAPTURER REF NO: 3/2/1/2023/595**
Directorate: Quality Assurance and Administration
- SALARY CENTRE REQUIREMENTS** :
- R241 485 per annum (Level 06)
North West (Mmabatho)
Applicants must be in a possession of a Grade 12 Certificate with Typing as subject. 2 – 3 years' experience in data capturing or administration experience. Job related knowledge: Public Service sector requirements and typing policy. Job related skills: Computer literacy in Word, Excel, PowerPoint and E-mail programmes skills. Excellent typing skills, Excellent verbal and written communication skills.
- DUTIES** :
- Capture data received from claimants into Lodgement system. Screen the clients to check if the criteria for lodgement has met. Capture data received into lodgement system. Compile statistics on data captured in the database. Update statistical information for all lodged claims. Reconcile all statistical information captured. Update the status of the claims on database. Track, progress and make follow up on all claims submitted for approval. Standardise order claim file per departmental file plan. Re-arrange claims per district and local municipality in sequential order. Maintain utilisation of folio numbers including routing and indexing. Respond to general enquiries, liaise with relevant stakeholder and file them accordingly. Acknowledge receipt of enquiry. Screen the enquiry on the database and check whether its valid or not. Prepare monthly and weekly reports. Compiling and submit weekly reports per entire activities allocated per week.
- ENQUIRIES** :
- Mr KE Sebitiele Tel No: (018) 388 7115

APPLICATIONS : can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Corner James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.

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

POST 33/25 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/597**
Directorate: Maintenance and Cadastral Spatial Information Services

SALARY : R241 485 per annum (Level 06)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms C.N. Mtshali Tel No: (033) 355 2900
APPLICATIONS : can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

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

POST 33/26 : **CADASTRAL OFFICER REF NO: 3/2/1/2023/598**
Directorate: Information Services

SALARY : R241 485 per annum (Level 06)
CENTRE : KwaZulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Certificate in Geomatics or Survey Officer Certificate. Completion of the training prescribed in order to fulfil the required qualification. Job related knowledge: Computer literacy, Understanding of Spatial Data and functions of Surveyor General Office. Job related skills: Interpersonal relations, Communication skills (verbal and written), Organisational skills and Computer software skills.

DUTIES : Capture, maintain and update alpha numeric data of all cadastral documents. Capture alpha and numeric information from newly submitted cadastral documents and undertake mathematical consistency checks and data verification for proposed new land parcels. Update cadastral survey databases through the addition or amendment of every approved document to maintain an electronic alpha-numeric repository. Capture and verify historical cadastral documents. Maintenance of cadastral documents in accordance with legislated processes. Perform withdraw or cancelation of cadastral documents. Deduct, cancel and endorse cadastral documents with registered land parcels, leases or servitudes. Amend approved and registered cadastral documents. Insert all newly approved cadastral documents into the archive. Extract and issue out cadastral records. Refile returned cadastral records. Repair and keep cadastral records in good usable condition. Conduct technical examination of cadastral documents. Check designations of newly submitted lodgements. Update the noting sheets through the addition of every approved cadastral land parcel. Perform technical examination of diagrams and general plans. Perform technical examination of survey records. Perform technical examination of sectional title plans. Supply cadastral information to internal and external clients. Issue survey data to Land Surveyors when required. Disseminate cadastral information to the public as required, in hard copy or digital formats. Supply aerial photographs, rectified imagery and maps from National Geo-spatial information (NGI) according to signed service level agreements. Capture, maintain and update spatial data. Capture newly submitted documents to determine if there are any spatial overlaps prior approval. Add all newly created land parcels to the spatial datasets. Add data, update and maintain an accurate dataset of cadastral spatial information, including the addition and updating of historical data. Scan all cadastral documents on approval, amendment, endorsement or withdrawal. Scan newly approved cadastral documents. Rescan all updated cadastral documents. Link the deposited scanned images to the alpha-numeric data.

ENQUIRIES : Ms C.N. Mtshali Tel No: (033) 355 2900
APPLICATIONS : can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200

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

POST 33/27 : **FINANCIAL CLERK REF NO: 3/2/1/2023/585**
Directorate: Financial Accounting

SALARY : R202 233 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures.

DUTIES : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget.

- Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
- ENQUIRIES APPLICATIONS** : Ms SH Sambo Tel No: (012) 312 8861
- can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured and Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 33/28** : **HUMAN RESOURCE CLERK REF NO: 3/2/1/2023/603 (X2 POSTS)**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** :
- R202 233 per annum (Level 05)
 - Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate. No experience required. 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. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, Verification of qualifications, Secretariat functions at interviews, Absorptions, Probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury. on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.). Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.
- ENQUIRIES APPLICATIONS** :
- Ms. DP Sambo Tel No: (012) 338 7230
- Please ensure that you send your application to Private Bag X833, Pretoria, 0001 or Hand deliver during office hours work to 600 Lilian Ngoyi Street (Formerly Known as Van der Walt Street) Berea Park, Pretoria, 0002
- POST 33/29** : **REGISTRY CLERK REF NO: 3/2/1/2023/604**
Office of the Registrar of Deeds
- SALARY CENTRE REQUIREMENTS** :
- R202 233 per annum (Level 05)
 - Gauteng (Pretoria)
- Applicants must be in a possession of a Grade 12 Certificate. No experience required. 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. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organization. Computer literacy. Language. Good Verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mails. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filling 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 the registry function. Open and maintain Franking machine register. Frank post, record money and update register on daily basis. Undertake spot checks on post to ensure no private post is included. Open & maintain remittance register. Record all valuable articles as prescribed in the 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 daily record of number 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.
<u>ENQUIRIES</u>	:	Ms. DP Sambo Tel No: (012) 338 7230
<u>APPLICATIONS</u>	:	Please ensure that you send your application to Private Bag X833, Pretoria, 0001 or Hand deliver during office hours work to 600 Lilian Ngoyi Street (Formerly Known as Van der Walt Street) Berea Park, Pretoria, 0002.
<u>POST 33/30</u>	:	<u>REGISTRY CLERK REF NO: 3/2/1/2023/591</u> Directorate: Inspection Services
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all 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 the registry function. Open and maintain Franking machine 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 postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the 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 daily record of number 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.
<u>ENQUIRIES</u>	:	Ms D Mogapi Tel No: (012) 309 8760
<u>APPLICATIONS</u>	:	can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
<u>NOTE</u>	:	African, Indian and White Males and African Females and Persons with disabilities are encouraged to apply.
<u>POST 33/31</u>	:	<u>SECRETARY REF NO: 3/2/1/2023/600</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Northern Cape (Kimberley)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Computer literacy (Microsoft Word, Excel, PowerPoint, etc). Job related skills: Good telephone etiquette, Sound organizational skills, Computer literacy, Language skills and ability to communicate well with people at different levels and from different backgrounds, Communication skills (written and verbal), Ability to act with tact, discretion and Good presentation skills.
<u>DUTIES</u>	:	Provide secretariat/receptionist support service to the Director. Receive telephonic calls and refers the calls to the correct role players if not meant for the relevant senior manager. Record appointments and events on the diary. Type documents for the senior manager and other staff within the unit. Operate office equipment e.g., Fax machine and photocopier. Provide clerical support services to the senior manager. Liaise with travel agencies to make travel arrangements. Checks the arrangements when relevant documents are received. Arrange meetings and events for senior manager and staff in the unit.

Identifies venues, invites role players, organise refreshments, sets up for scheduled meeting and events. Process the travel and subsistence claims for the unit. Process all invoices that emanate from the activities of the work of the senior manager. Record basic minutes of the meetings of the senior manager where required. Draft routine correspondence and reports. Do filing of documents for the senior manager and the unit where necessary. Administer matters like leave registers and telephonic accounts. Receive, record and distribute all incoming and outgoing documents. Handle the procurement of standards items like stationary, refreshments etc. Collect all relevant documents to enable the Director to prepare for meetings. Remain up to date with regard to prescripts / policies and procedures applicable to her / his work environment to ensure efficient and effective support to the senior manager. Study the relevant Public Service and the departmental prescripts / policies and other documents to ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the senior manager.

ENQUIRIES : Mr D Lebergane Tel No: (053) 830 4060
APPLICATIONS : can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300
NOTE : African, Indian and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.

POST 33/32 : **DEEDS REGISTRATION CLERK REF NO: 3/2/1/2023/607**

SALARY : R147 036 per annum (Level 03)
CENTRE : Office of the Registrar of Deeds (Limpopo)
REQUIREMENTS : Applicants must be in a possession of a Grade 10 Certificate. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filing skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

DUTIES : Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture/office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes/files/micro rolls, Provide feedback to the requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.

ENQUIRIES : Ms M Mobe Tel No: (015) 283 2359
APPLICATIONS : Please ensure that you send your application to private Bag x9717, Polokwane, 9717 or Hand deliver it to the Office of the Registrar of Deeds: Limpopo at 101 Dorp St, Polokwane Central.

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

POST 33/33 : **MESSENGER REF NO: 3/2/1/2023/582**
 Chief Directorate: Land Tenure Reform

SALARY : R125 373 per annum (Level 02)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.

DUTIES : Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a

- delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms M Mampe Tel No: (012) 312 8155
- APPLICATIONS** : can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083
- NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.
- POST 33/34** : **MESSENGER REF NO: 3/2/1/2023/599**
Directorate: Examination Services
- SALARY** : R125 373 per annum (Level 02)
- CENTRE** : KwaZulu Natal (Pietermaritzburg)
- REQUIREMENTS** : Applicants must be in possession of a Grade 10 Certificate. No experience required. Job related skills: Computer literacy. Sound organisational skills. Good people skills. Communication skills (basic written). Client orientation and customer focus.
- DUTIES** : Perform messenger functions. Sort and arrange correspondence in the registry. Collect, distribute and circulate correspondence (mail, parcels, documents and files). Record and control correspondences register. Sort mail, files, documents and parcels. Ensure that items to collect are sealed and addressed. Collect mail, files, documents and parcels to addressers. Deliver mail, files, documents and parcels to addressees. Ensure that recipients sign on the delivery book / register. Record contents and physical addresses in a delivery book / register. Perform general office assistant tasks. Make copies, fax and shred documents.
- ENQUIRIES** : Ms NA Linda Tel No: (033) 355 2900
- APPLICATIONS** : can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200
- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Female and Persons with disabilities are encouraged to apply.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 06 October 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 33/35** : **NETWORK ADMINISTRATOR (INFORMATION AND COMMUNICATION TECHNOLOGY) REF NO: MO/01/33/23/01**
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)
: Office of the Military Ombud, Eco Park Highveld, Centurion.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Applicant must be in possession of a National Diploma NQF Level 6 or a (Bachelor's Degree at NQF Level 7 in Information Technology). The following certificates will serve as advantage CCNA Routing and Switching, Cyber security essentials, Information Security, COBIT and ITIL with a minimum of 3 to 5 years' experience in an IT environment. Special requirements (Skills needed): Network management and administration skills, VLAN configuration, LAN and WAN troubleshooting, sever management, understating of ISDN routing and report writing skills.
- DUTIES** : Reporting to the IT Specialist the successful candidate will be required to manage in the installation and support of all network equipment. Carry out authorized configuration changes on a network. Start up, operate and monitor network. Upgrade devises firmware and software as necessary. Manage physical and logical network access. Configure Access Control lists on network devices for security purposes. Manage network and monitor software to ensure configurations are up to date. Manage the network, server and desktop environment to ensure required capacity and security. VLAN configuration. Ensure maximum uptime by performing regular scheduled maintenance. Establish and maintain network connectivity to the disaster recovery site for backup in the event of a disaster. Upgrade and install security patches. Identify network requirements and monitoring network performance.

ENQUIRIES : Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2
APPLICATIONS : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157 or email to recruitment@milombud.org.

POST 33/36 : **COMMUNICATION SUPPORT OFFICER: REF NO: MO/01/33/23/02**

SALARY : R424 104 per annum (Level 09)
CENTRE : Office of the Military Ombud, Eco Park Highveld, Centurion.
REQUIREMENTS : A minimum of Grade 12 (NQF Level 4) or equivalent. Applicants must be in possession of a National Diploma NQF Level 6 or (Degree NQF Level 7) in Graphic Design, Communications, Public Relations or equivalent related qualification, with at least 3 years relevant experience. Must be a competent webmaster and possess knowledge of other multimedia and analytics. Special requirements (Skills needed): A Team Player who must have interpersonal skills and be able to work independently as well as in a Team. The ideal candidate should be flexible and perform all required functions expeditiously. Must have good writing and editing skills. Must be able to develop content for internal and external communiques including newsletters. The candidate must be proficient in the use of Apple Macintosh Computers, Adobe Illustrator, Photoshop, In Design, and Website Content Management. 3-D and Animation skills will be an added advantage. He/ she must have strong design skills and thorough knowledge of reprography and printing, good organisational and communication skills. Ability to develop creative and innovative design concepts.

DUTIES : Develop creative concepts and design layouts for the Office promotional material and other publications. Manage the Corporate Identity Manual of the Office in accordance with the approved Branding Guidelines. Produce specifications for printing and ensure quality control and production of printed products. Coordinate and update the website content and other multimedia content, including photographs and digital publications from internal and external stakeholders. Assist with branding and other requirements during Office activities and events. Assist with the implementation of the outreach programme. The applicant must have the ability to work under pressure, willing to work overtime, and meet deadlines. He/ she must have the ability to multi-task and manage priorities in a fast-paced environment and should be highly motivated with an eye for detail. Attend the Office Outreach Programme and Public Activations. Be able to write specifications for promotional and corporate gifts.

ENQUIRIES : Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2.
APPLICATIONS : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157 or email to recruitment@milombud.org.

POST 33/37 : **PERSONNEL OFFICER: SUPERVISOR REF NO: DCMWC/39/33/23/01**
Directorate Human Resource Career Management (PSAP)

SALARY : R294 321 per annum (Level 07)
CENTRE : Western Cape Office, Simon Town
REQUIREMENTS : Grade 12 (NQF 4) or equivalent with three to five (3-5) years relevant experience in Human Resource Management. Persol course is essential and relevant courses will also apply. National Diploma/Degree or equivalent qualification in Human Resource Management will be an advantage. Special requirements (Skills needed): Knowledge and experience in PSAP personnel practice systems. Knowledge of PSAP Administration. Knowledge and insight into HR legislation pertaining to PSAP. Knowledge and experience in PERSOL system. Knowledge of Human Resource prescripts. Good interpersonal skills. Ability to consult and facilitate groups of people. Ability to communicate verbally and in writing. Presentation and facilitation skills. Supervisory skills. Computer literacy in MS office suite (Word, Excel, PowerPoint and Access).

DUTIES : The successful candidate will be required to perform the following functions: Assist with presenting personnel utilization and performance management interventions. Providing advisory and consultancy service to Western Cape clients. Provide a salary and personnel Practice's support service to Western Cape clients. Provide support related to PSAP staffing. Supervising of subordinate personnel. Research, create and implement personnel practices interventions.

- ENQUIRIES** : Mrs L. Jansen Tel No: (021) 787 3571
- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X1, Simons Town, 7995.
- NOTE** : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. African males, white males and Indian males, are encouraged to apply. Successful applicant must be willing to travel within the Western Cape region.
- POST 33/38** : **ADMINISTRATION CLERK: PRODUCTION REF NO: DCMWC/39/33/23/02**
Directorate Human Resource Career Management (PSAP)
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Western Cape Office, Simon Town
- REQUIREMENTS** : Grade 12 (NQF 4) or equivalent. Relevant experience and/or courses and Military License will be an advantage. Special requirements (Skills needed): Knowledge of administration procedures relating to specific working environment and office equipment. Ability to plan and co-ordinate office. Ability to operate MS office programs (Ms Word, Ms Excel and Ms Power Point). Communication skills (verbal and written). Problem solving skills, planning and decision making. Ability to obtain military vehicle license.
- DUTIES** : Provide internal support services to D HR CM (PSAP) Western Cape office. Providing an administrative support service for office in terms of equipment, stationery and stores supplies. Providing administrative leave support for the office. Providing administrative building support for the office. Maintenance of the military vehicle. Arranging all duty away from home unit for office.
- ENQUIRIES** : Ms T.G. William Tel No: (021) 787 4188
- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X1, Simons Town, 7995.
- NOTE** : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. African males, white males and Indian males, are encouraged to apply. Successful applicant must be willing to travel within the Western Cape region.
- POST 33/39** : **PERSONNEL CLERK: PRODUCTION REF NO: DCMWC/39/33/23/03**
Directorate Human Resource Career Management (PSAP)
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Western Cape Office, Simon Town
- REQUIREMENTS** : Grade 12 (NQF 4) or equivalent. Relevant experience and/or courses will be an advantage. Special requirements (Skills needed): Knowledge of PSAP personnel practice systems. Knowledge of PSAP Personnel Administration. Knowledge of the CORE Knowledge of Persol system. Knowledge of Human Resource prescripts. Good interpersonal skills. Problem solving skills. Planning and organising skills. Communication skills (Written and Verbal). Computer literacy in MS office suite (Word, Excel, PowerPoint and Access).
- DUTIES** : Administration of personnel utilization and performance management interventions. Providing an advisory and consultancy service to Western Cape clients. Assist in providing a salary and performance management audit support service to Western Cape clients. Providing an administrative support related to PSAP staffing.
- ENQUIRIES** : Mrs L. Jansen Tel No: (021) 787 3571
- APPLICATIONS** : Department of Defence, Directorate Human Resource Career Management PSAP (Western Cape Office), Private Bag X1, Simons Town, 7995.
- NOTE** : Chief Directorate Human Resource (Directorate Human Resource Career Management PSAP) is guided by the principle of Employment Equity Act; therefore, all the appointments will be made in accordance with the Employment Equity target of the Division. African males, white males and Indian males, are encouraged to apply. Successful applicant must be willing to travel within the Western Cape Region.

POST 33/40 : **ADMINISTRATION CLERK: PRODUCTION (INTAKE AND ANALYSIS) REF NO: MO/01/33/23/03**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Military Ombud Office, Eco Park Highveld, Centurion.
: A minimum of Grade 12 (NQF Level 4) or equivalent. Possession of a Light vehicle (EB) license will be an added advantage. Special requirements (Skills needed): Flexibility, Proficiency in Microsoft Office Suites, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organizational skills. Good telephone etiquette; Sound organizational skills; High level of reliability; Ability to act with tact and discretion.

DUTIES : The successful candidate will be reporting to the Business Unit Manager, performing the following core functions: Provide assistance with tasks that contribute to the Office`s success. Provide secretarial, receptionist and clerical support to the Director. Handle documents with the utmost discretion. Receive and make telephone calls on behalf of the Director Intake and Analysis. Manage diary and arranging of access and parking for Director Intake and Analysis. Provide Secretarial duties for meetings including hosting support. Arrange and coordinate travel arrangements and claims. Manage communications, in terms of screening and answering calls and responding to emails. Manage DIA`s correspondence, which is incoming and outgoing, filing, faxing, photocopying and tracking of documents. Write correspondence (i.e. submissions internal memos, letters and reports. Update stakeholder contact details. Make entries and update data base/case management systems for the Director and the Office. Manage complaints allocation register to DIA. Respond to complainant and other enquiries and providing complaint information. Support members of the directorate in the execution of their daily tasks. Collaborate with other directorates to ensure seamless workflow. Receive and compile monthly and quarterly statistical requirements for the Director. Manage asset register for the Directorate. Keep control of pool equipment and DIA cutlery, crockery and perishable food items. Purchase basic goods and services in line with procurement prescripts (e.g stationery and refreshments). Operate and ensure good working condition of equipment like fax machines and photocopiers. Ensure safe working environment by reporting OHS shortcomings to the Director. Perform over and above tasks. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the Directorate.

ENQUIRIES APLICATIONS : Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2
: Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157 or email to recruitment@milombud.org.

POST 33/41 : **ADMINISTRATION CLERK COMMUNICATION REF NO: MO/01/33/23/04**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Office of the Military Ombud, Eco Park Highveld, Centurion
: A minimum of Grade 12 (NQF Level 4) or equivalent. Possession of a Light vehicle (EB) license will be an added advantage. Special requirements (Skills needed): Flexibility, Proficiency in Microsoft Office Suites, Excel. Professional attitude and appearance. Solid written and verbal communication skills. Excellent organisational skills. Good telephone etiquette; High level of reliability; Ability to act with tact and discretion.

DUTIES : The successful candidate will be Reporting to the Business Unit Manager, performing the following core functions to supporting the Ombud`s goals Support Head of Communications (HOC) objectives and plans, towards goals by providing assistance with tasks that contribute to the Office`s success. Provide Secretarial, Receptionist and clerical support to the HOC. Handle documents with utmost discretion. Receive and make telephone calls on behalf of Head of Communications. Manage diary and arranging access and parking for Stakeholder Engagements. Provide Secretarial duties for meetings including hosting support. Arranging and coordinating travel arrangements and claims. Manage communications, in terms of screening and answering calls including responding to emails: Manage DIA`s correspondence which is incoming and outgoing, filing, faxing, photocopying and tracking of documents. Write correspondence (i.e., Trip Authorities, submissions internal memos, letters and reports. Updating stakeholder contact details. Make entries and update the data base/case management systems for the Director and the

Office. Monitor the 'to do' list for the Directorate and ensure quality assurance and proper tracking of tasks. Receive and compile monthly, quarterly and annual statistical requirements (e.g., Outreach Programme attendance register). Arrange and coordinate meetings, minutes, venues and refreshments. Coordinate travel arrangements for the Directorate and related logistical arrangements. Respond to enquiries and provide information to responsible Officials. Support members of the directorate in the execution of their daily tasks Collaborate with other directorates to ensure seamless workflow. Receive and compile monthly and quarterly statistical requirements for the Director. Manage the Asset Register for the Directorate. Keep control of pool equipment and cutlery, crockery and perishable food items. Procure/purchase of basic goods and services in line with procurement prescripts (e.g., stationery and refreshments). Operating and ensuring good working condition of equipment like fax machines and photocopiers. Ensure safe working environment by reporting OHS shortcomings to the Director. Perform over and above tasks. Remain up to date with regard to prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms J. Dicker/Ms N. Kitsile Tel No: (012) 676 3840/2
 : Military Ombud, Private Bag X163 Centurion 0046, or may be hand-delivered to Block C4, 349 Witch Hazel Ave, Eco Origin, Highveld 0157 or email to recruitment@milombud.org.

**INTERNSHIP PROGRAMME 2023/2024
24 Months (Graduate Interns)**

**CLOSING DATE
NOTE**

: 06 October 2023
 : The Department of Defence (DOD) would like to invite qualifying applicants to apply for a Graduate Internship Programme for the Financial Year 2023/2024. The Graduate Programme is meant to provide work exposure to graduates in their field of study. The applicants must be unemployed and never participated in any Internship programme in the Public Service. They must be between the ages of 18-35. Applications must consist of: A fully 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/> with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Applicants who participated in any other Government Internship and Learnership Programmes before will not be considered. Students requiring experiential training as part of their qualification must attach a formal letter from their Tertiary Institution. Failure to submit all the requested documents will result in the application not being considered. The successful candidates will be subjected to Personnel Suitability Checks (criminal record and security Clearance). Faxed or e-mailed applications will not be accepted. Should you not hear from us within 2 months of the closing date, please accept that your application is unsuccessful. Applications received after the closing date and those that do not comply with the requirements will not be considered. Graduates living with Disabilities are encouraged to apply. Successful applicants will be responsible to arrange their own accommodation and transport to and from place of work, during the period of the Internship.

OTHER POSTS

POST 33/42

: **SOUTH AFRICAN ARMY REF NO: SAA 01/2023 (X12 INTERNS)**

STIPEND

: The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

**CENTRE
REQUIREMENTS**

: Pretoria/ Kimberly/ Heidelberg/ Lohatla
 : National Diploma / B Tech/ B Degree in Communication Studies, Human Resource Management, Library Science & Information, Political Science, Logistics Management, Hospitality Management, International Relations, Financial Management, Accounting, Auditing, Management of Accounting, Language Practice, Psychology.

ENQUIRIES

: Lieutenant Colonel N.I. Cain Tel No: (012) 355 1294

- APPLICATIONS** : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, SA Army Headquarters, Directorate Army Human Resources, Private Bag X981, Pretoria, 0001 or. Hand delivery at South African Army, Dequar Road, Pretoria.
- POST 33/43** : **SOUTH AFRICAN AIR FORCE REF NO: SAAF 02/2023 (X8 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Communication Studies (Media Studies), Journalism, Public Relations Management, Marketing Management, Hospitality Management and Tourism, Supply Chain Management, Logistics Management, Archive and Records Management and Electrical Engineering.
- ENQUIRIES** : Mr E.M. Rabapane Tel No: (012) 312 1038
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, SA Air Force Headquarters, Air Command-Directorate ETD, Private Bag X199, Pretoria, 0001 or hand delivery at South African Air Force, 1 Dequar Road, Pretoria.
- POST 33/44** : **SOUTH AFRICAN NAVY REF NO: SAN 03/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria/ Simon's Town
National Diploma/ B Tech/ B Degree in Culinary Arts, Hospitality, Sports Management, Human Resource Management, BSc in Chemical Engineering or Equivalent.
- ENQUIRIES** : Commander N.R. Nchabeleng Tel No: (012) 339 4405
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, SA Navy Headquarters, Private Bag X104, Pretoria 0001 or hand delivery at 224 Visagie Str, SA Navy Headquarters, Pretoria.
- POST 33/45** : **FINANCE MANAGEMENT DIVISION REF NO: FMD 04/2023 (X8 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria/ Bloemfontein/ Durban/ Makhado/ Kimberly/ Hoedspruit
National Diploma/ B Tech/ B Degree in Public Administration, Accounting Management and Financial Management.
- ENQUIRIES** : Ms G.V.T. Maditla Tel No: (012) 674 4745/4741/Mr N. Mashola Tel No: (012) 674 4628/4627
General Enquiries: Mr J.M. Kgosiemang Tel: 012 355 6079
- APPLICATIONS** : Department of Defence, Financial Management Division, Private Bag X137, Pretoria 0001 or hand delivery at 195 Bosman Str, Poyntons Building, Pretoria.
- POST 33/46** : **DEFENCE RESERVES DIVISION REF NO: DRD 05/2023 (X3 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Logistics Management, Marketing Management, Human Resource Management.
- ENQUIRIES** : Corporal N.P. Buthelezi Tel No: (012) 355 5332
General Enquiries: Mr J.M. Kgosiemang Tel No: 012 355 6079
- APPLICATIONS** : Department of Defence, Defence Reserves, Private Bag X161, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.

- POST 33/47** : **DEFENCE MATERIAL DIVISION REF NO: DMD 06/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma in Public Management, National Diploma in Logistic or Supply Chain Management.
- ENQUIRIES** : Mr K.N. Nkoko, Tel No: (012) 355 6299
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Defence Reserves, Private Bag X910, Pretoria, 0001 or hand delivery at Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/48** : **DEFENCE CORPORATE COMMUNICATION REF NO: DCC 07/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Public Relations, Photography, Journalism and Fine Art.
- ENQUIRIES** : Lieutenant Colonel N.I. Ndesi/ Major N.J. Masigo Tel No: (012) 355 6315/6322.
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Directorate Corporate Communications, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/49** : **DEFENCE INTERNATIONAL AFFAIRS REF NO: DIA 08/2023 (X7 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
Degree in International Relations/Political Science.
- ENQUIRIES** : Mr E. Bogopane Tel No: (012) 355 5435.
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Defence International Affairs, Private Bag X910, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Boeing & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/50** : **INTERNAL AUDIT DIVISION REF NO: IAD 09/2023 (X4 INTERS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Internal Auditing.
- ENQUIRIES** : Mrs J.S. Nkosi/Ms L. Mtsweni Tel No: (012) 649 1031/1051
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, Internal Audit Division, Private Bag X1910, Pretoria, 0001 or hand delivery at 70 Ribbon Grass Road, Eco Glades 1, Eco Park Highveld, Pretoria 0001.
- POST 33/51** : **COMMAND AND MANAGEMENT INFORMATION SYSTEM DIVISION REF NO: CMIS 10/2023 (X5 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE** : Pretoria

- REQUIREMENTS** : National Diploma/ B Tech/ B Degree in Diploma in Information Science/Management, Supply Chain Management, Information Systems, Archive and Records Management, Human Resource Management, Project Management.
- ENQUIRIES** : Mr Y.M. Manya/ Warrant Officer S.A. McMaster Tel No: (012) 649 1462/1458. General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, CMIS Division, Private Bag X161, Pretoria, 0001 or hand delivery at Department of Defence, 70 Ribbon Grass Road, Eco Glades 1, Eco Park, Highveld, Pretoria 0001.
- POST 33/52** : **CHIEF DIRECTORATE HUMAN RESOURCE MANAGEMENT REF NO: CD HRM 11/2023 (X4 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Human Resource Management, Public Administration and Industrial Psychology.
- ENQUIRIES** : Major K.C. Mphokane / Ms G. Mzenze Tel No: (012) 339 5246/5133
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, CD HR Management, Private Bag X976, Pretoria, 0001 or hand delivery at Bank of Lisbon Building Cnr Paul Kruger and Visagie Streets Pretoria
- POST 33/53** : **CHIEF DIRECTORATE HUMAN RESOURCE DEVELOPMENT REF NO: CD HRD 12/2023 (X1 INTERN)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Human Resource Management/Development.
- ENQUIRIES** : Lieutenant Colonel N.E. Semaushu Tel No: (012) 355 5253
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/54** : **HUMAN RESOURCE DIVISIONAL STAFF REF NO: HRDS 13/2023 (X2 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Supply Chain Management/ Logistics Management and Transport Management.
- ENQUIRIES** : Major M.P. Mohlola Tel No: (012) 355 5046
General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
- APPLICATIONS** : Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.
- POST 33/55** : **TRAINING COMMAND REF NO: TRG COMD 14/2023 (X6 INTERNS)**
- STIPEND** : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).
- CENTRE REQUIREMENTS** : Pretoria
National Diploma/ B Tech/ B Degree in Human Resource Development/Management, Management of Training, Research and

Development/ Design, Supply Chain Management, Logistics and Language Practice.

ENQUIRIES : Ms E. du Preez Tel No: (012) 674 4767

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Training Command HQ (PS School), Private Bag X1024, Thaba Tshwane, 0143 or hand delivery at Department of Defence, PS School, 7 Johannes Pretorius Str, Thaba Tshwane 0143.

POST 33/56 : **DIRECTORATE LANGUAGES REF NO: DLANG 15/2023 (X6 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Degree in Languages (majoring in English language and Editing).

ENQUIRIES : Mr D. Smit Tel No: (012) 355 5311

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, HR Division, Private Bag X159, Pretoria, 0001 or hand delivery at Department of Defence, Armscor Building, Cnr Delmas & Nossob Str, Erasmuskloof, Pretoria.

POST 33/57 : **DIRECTORATE PHYSICAL TRAINING SPORTS & RECREATION REF NO: DPTSR 16/2023 (X4 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Supply Chain Management, Human Resource Management and Sport Management (with coaching qualifications)

ENQUIRIES : Major C.B. Mehlo Tel No: (012) 392 5825

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Human Resource Division, Directorate Physical Training Sport & Recreation, Private Bag X159 Pretoria, 0001 or hand delivery at Department of Defence, 195 Poyntons building, Cnr Bosman and W.F. Nkomo Street, Pretoria.

POST 33/58 : **DEFENCE ENTERPRISE INFORMATION SYSTEM MANAGEMENT REF NO: DEISM 17/2023 (X5 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Information Technology/ Information Science and Knowledge Management. National Diploma in ParaLegal /LLB in Law degree.

ENQUIRIES : Ms C.M. Msiza Tel No: (012) 649 1401

APPLICATIONS : General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Defence Enterprise Information System Management Division, Private Bag X910, Pretoria, 0001 or hand delivery at Department of Defence, 70 Ribbon Grass Road, Eco Glades 1, Eco Park, Highveld, Pretoria 0001.

POST 33/59 : **LOGISTIC DIVISION REF NO: LOG DIV 18/2023 (X5 INTERNS)**

STIPEND : The stipend will vary as per different qualifications and will be paid as follows: (Diploma/Advanced Certificate-R5000, Bachelor's Degree-R5 500, Post Graduate Diploma Professional Qualification and Honours Degree-R6 500 per Month).

CENTRE REQUIREMENTS : Pretoria
National Diploma/ B Tech/ B Degree in Industrial Psychology, Human Resource Management, Marketing, Public Relations, Journalism,

ENQUIRIES

Communication, Logistics Management, Supply Chain Management, Public Administration and Freight Management.
Colonel V.Z. Willie Tel No: (012) 402 2704, Lieutenant Colonel M. Baloyi Tel No: (012) 402 2665

APPLICATIONS

General Enquiries: Mr J.M. Kgosiemang Tel No: (012) 355 6079
Department of Defence, Logistic Division, Private Bag X319, Pretoria, 0001 or hand delivery at House 2 Buthongo building, Visagie street, Pretoria.

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.

- CLOSING DATE** : 02 October 2023 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. 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:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated 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

- POST 33/60** : **DIRECTOR: INTERNAL AUDIT REF NO: HR5/1/2/3/42**
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 162 200 per annum, (all inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF Level 7) in Internal Audit/Accounting/Cost and Management Accounting. Post Graduate Qualification in Internal Audit or relevant to Internal Audit and/or Professional Internal Auditor Certification will

be an added advantage. Certified Internal Auditor Certificate a pre-requisite. Pre-entry Certificate into SMS is required. 5 years' working experience at Middle/Senior management level in Internal Audit environment is a requirement. Institute of Internal Auditors Membership a pre-requisite. Knowledge: Performance Audit and Internal Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: COIDA; PFMA; National Treasury Regulations. Skills: Required Technical Proficiency; Business Writing Skills; Analytical thinking. Decision making; Communication (verbal and written); Customer focus and Responsiveness; People and Performance Management; Managing inter-personal conflict; Problem solving. Planning and organising; Team leadership; External Environmental Awareness.

- DUTIES** : Oversee the Compliance and Assurance Audits, ICT Audits, and Performance Audits of the Fund in line with the relevant Legislation, Regulations and Standards. Provide strategic leadership to the audit function of the Fund. Manage stakeholders and monitor the performance of the internal audit function to the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 319 9495
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- NOTE** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

OTHER POSTS

- POST 33/61** : **DEPUTY DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/43**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all inclusive)
- : Compensation Fund, Pretoria
- : Three (3) year tertiary qualification in Forensic Investigations/Commercial/Law/Criminal Justice. Post Graduate Degree relevant for the above will be an advantage. 5 years' functional experience in the Investigation on crime or in anti-corruption environment of which 2 years at Assistant Director level or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. Fund Governance and Risk Management. Financial and budgeting management. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud and corruption processes. COIDA. Public service regulations. Promotion of Access to Information Act. Legislative Requirement: National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA. National Treasury Regulations. Skills: Communication skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.
- DUTIES** : Develop and manage the implementation of fraud investigation policy and strategy. Manage the investigation of alleged fraud, corruption cases and serious maladministration within the Fund. Provide progress on the investigations case register implementation. Establish and maintain relationship with internal and external stakeholders. Manage all resources in the sub-directorate.
- ENQUIRIES APPLICATIONS** : Ms K Mocwiri at (066) 471 6533
- : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 33/62 : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/44**
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R424 104 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit / Computer Science/Information System. Certified Information System Auditor – CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage. Certified Information System Security Practitioner-CISSP as an added advantage. 4 years' functional experience in ICT Audit of which 2 years' in supervisory experience. Member of Institute of Internal Auditors or/and ISACA. Knowledge: Compensation Fund policies, procedures, processes. ICT Audit standards. COBIT (control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative requirements: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

DUTIES : Provide inputs and implement the ICT audits strategies, plans, guidelines and methodology. Conduct ICT audits assignments in accordance with the audit methodology. Provide progress on ICT audits activities. Management of resources in the sub-directorate.

ENQUIRIES : Ms T Dikokoe at (071) 148 4046
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

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

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

POST 33/63 : **ASSISTANT DIRECTOR: EMPLOYERS COMPLIANCE REF NO: HR 5/1/2/3/45**

SALARY : R424 104 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Auditing/Financial Management/Compliance Management/Internal Auditing. Valid driver's License. 2 years' functional experience on Senior Admin Officer in Employers audit environment. 2 years' supervisory experience. Knowledge: Compensation Fund business strategies and goals. Customer Service principles (Batho Pele principles). Compensation fund value. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. IT proficiency. IT Operating systems. COIDA. Generally Recognized Accounting practices 9GRAP). Debtors Management. Legislative requirements: Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulation (PSR). Occupational Health and Safety (OHS). Basic Conditions of Employment. Labour Relations. Skills: Accounting. Communication (verbal and written). Computer Literacy (MS Office Suite). Interpersonal. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy. Financial Management. People Management.

DUTIES : Manage the provision of support to Provincial Office. Manage and Coordinate employer audits activities within the Fund. Manage and participate in employer compliance policy development and review across the Fund and other stakeholders. Manage all resources in the Sub-directorate.

ENQUIRIES : Mr K Makgamatha at (066) 120 9681
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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

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

POST 33/64 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/46**
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)

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

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

ENQUIRIES APPLICATIONS : Ms MM Munonde at (082) 523 3261
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

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

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

POST 33/65 : **SENIOR PRACTITIONER: INDIVIDUAL LABOUR RELATIONS REF NO: HR 5/1/2/3/47**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Labour Relations/Human Resource Management specializing in Labour Relations. Minimum of 2 years' functional experience in Employee Relations/Labour Relations/Employment Relations. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Legislative Requirement: Constitution Act 108 of 1996 (amended). Public Service Act of 1994. Public Service Regulations. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Skills: Business Writing Skills. Decision making. Self-Management. Communication and Information Management. Continuous improvement. Customer Focus and Responsiveness. Planning and organizing. Problem solving. Employee Relations Skills.

DUTIES : handle dispute resolution management in the Fund. Handle disciplinary and grievance processes to ensure sound Labour relations. Develop case management data base for ER. Handle Employee Relations enquiries and advocacy sessions. Supervisor of staff.

ENQUIRIES APPLICATIONS : Mr MS Maphoto Tel No: (012) 319 5682
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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

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

POST 33/66 : **SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/48**

SALARY CENTRE : R359 517 per annum
: Compensation Fund, Pretoria

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting. 2 years' functional experience in debt collection environment of which 1 year is supervisory experience. Knowledge: Compensation Fund business strategies, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles) Understanding of risk management. Understanding of public sector revenue and debt collection processes. Understanding of Debt Collection internal controls. COIDA. Legislative Requirement: Public Financial Management PFMA. National Treasury regulations. Promotion of Access to Information Act. Skills: Client orientation and customer focus. Communication (verbal and written). Bad debt management. Debt collection. Financial compliance and reporting. People and performance. Problem solving and analysis. Planning and organizing.
<u>DUTIES</u>	:	Provide debt collection service for the Compensation Fund. Perform financial administration process on debt collection. Send Reminders for debt collection. Supervising of staff.
<u>ENQUIRIES</u>	:	Ms D Mbulawa at (082) 783 1875
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 33/67</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR 5/1/2/3/49</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Accounting, Finance. 2 years' functional experience in Financial Reporting. Knowledge: Compensation Fund business strategies and goals. Directorate/ sub directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service, Dol and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT Operating systems. Technical knowledge. DPSA Guidelines on COIDA. Legislative Requirement: COIDA Act, Regulations and Policies. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. IT Operating System. Decision making. Self-Management. Budgeting and Financial Management. People and Performance Management. Developing others. Planning and organizing. Problem solving. Project or programme management. Team leadership
<u>DUTIES</u>	:	Review and authorize transactions. Perform general ledger activities. Perform GL reconciliation for the accounts. Perform year-end tasks.
<u>ENQUIRIES</u>	:	Ms MM Munonde at (082) 523 3261
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 33/68</u>	:	<u>OHS INSPECTOR: MECHANICAL (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Richards Bay Ref No: HR4/4/5/34 (X1 Post) Labour Centre: Modimolle Ref No: HR 4/4/6/159 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Mechanical Engineering/Mechatronic Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South

		African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr KI Ximba Tel No: (035) 760 1614 Ms Fope JM Tel No: (015) 290 1699/1694
<u>APPLICATIONS</u>	:	Deputy Director: Richards Bay Labour Centre: Private Bag X 20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane.
<u>POST 33/69</u>	:	<u>OHS INSPECTOR: ELECTRICAL REF NO: HR 4/4/6/162</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Groblersdal
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3-year recognised qualification in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness, plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Ms GJ Matlhakoane Tel No: (015) 290 1665
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane.

POST 33/70 : **OHS: INSPECTOR: CIVIL AND CONSTRUCTION REF NO: HR 4/4/6/160**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Mokopane
REQUIREMENTS : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Civil Engineering/Construction. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant Labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms MS Lebogo Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane.

POST 33/71 : **OHS: INSPECTOR REF NO: HR 4/4/6/161**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Lephalale (Thabazimbi Satellite Office)
REQUIREMENTS : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Occupational Hygiene/Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written)

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms MS Lebogo Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane.

POST 33/72 : **OHS INSPECTOR REF NO: EC/2023/07/90411149**

SALARY : R359 517 per annum

CENTRE : Labour Centre: Gqeberha

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr. MP Ngqolowa Tel No: (041) 506 5000

APPLICATIONS : Private Bag X6045, Port Elizabeth, 6000 or hand delivery at VSN Centre 116 - 134 Goven Mbeki Avenue, Port Elizabeth, 6000.

FOR ATTENTION : Sub-directorate: Human Resources Management,

POST 33/73 : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/5/53**

SALARY : R359 517 per annum

CENTRE : Provincial Office: KZN

REQUIREMENTS : Three (3) years relevant tertiary qualification in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and organizing, Team player, Innovative, Dedicated, Supportive, Assertive.

DUTIES : Implement best practice methods on Risk Management and conduct/review Risk Assessment/Risk Monitoring and research on possible improvements on internal control in the province. Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise sources in the section.

ENQUIRIES : Mr M Mangcotywa Tel No: (031) 366 2186

APPLICATIONS : Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

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

POST 33/74 : **SENIOR PRACTITIONER: COMPLIANCE & ASSURANCE AUDITS REF NO: HR 5/1/2/3/42**

SALARY : R359 517 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician (IAT)- as added advantage. Internal Audit Technician-IAT as an added advantage. 2 years' functional experience in Assurance and Compliance Audits environment. Institute of Internal Auditors. Knowledge: Compensation Fund policies, procedures, Processes. Internal audit standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision-making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environment Awareness.

DUTIES : Assist in planning Compliance and Assurance audit engagements. Conduct Compliance and Assurance audit results. Follow up the implementation of Compliance and Assurance audit recommendations. Compile an audit file.

ENQUIRIES : Ms AG Umesiobi at (066) 262 3105
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

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

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

POST 33/75 : **SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATION OFFICER) REF NO: HR4/4/8/44**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Upington
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/HRM is required. 3-5 years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders. Human anatomy / Biology and medical terminology. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations Skills: Required Technical Proficiency. Data Capturing. Required IT Skills. Business writing skills. Data and records management. Telephone Skill and Etiquette. Numeracy.

DUTIES : Administer claim registration process. Adjudicate registered customer claims. Quality Assurance for medical / accounts payments. Serve as a Team Leader / Supervisor. Prepare for payment claim.

ENQUIRIES : Mr. S Ndimande Tel No: (054) 331 1752
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, KIMBERLEY, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 33/76 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/8/45**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Upington
REQUIREMENTS : Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. 2 years functional experience in Pension Administration/ Claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and Business functions, Compensation Fund Value Chain and Business Processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical

Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organising, Problem solving and decision making.

DUTIES : Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES : Mr. S Ndimande Tel No: (054) 331 1752

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resources Management

POST 33/77 : **SENIOR PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR 4/ 4/3/1/SPEPM/UIF**

SALARY : R359 517 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three (3) years tertiary qualification (NQF) Level 6) in Human Resource Management/ Public Management/ Public Administration/ Management of Training/ Industrial and Organisation Psychology. Two (2) years functional experience in Performance Management environment. Knowledge: Human Resource Management. Basic conditions of Employment. Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Performance Management Development System (PMDS). PERSAL. Skills: Financial Management. Time Management Presentation. Planning and Organizing. Communication. Computer Literate (i.e. MS Word, Excel and / or PowerPoint). Project Management.

DUTIES : Provide administrative support and ensure correct implementation of the performance management and development system (PMDS) within the Fund. Provide technical support to the Fund's performance management structures. Administer and maintain PMDS database. Provide Performance Management and Development System advice and guidance. Supervise resources (human, finance, equipment/ assets)

ENQUIRIES : Ms BE Dweba Tel No: (012) 337 1845

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 33/78 : **SENIOR STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR 4/ 4/3/1SSADM/UIF**

SALARY : R359 517 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Accounting/ Financial Management/ Cost and Management Accounting / Public Finance Management / Finance and Accounting (Public), Internal Audit / Taxation. Two (2) years functional experience in Finance environment. Knowledge: Public Finance Management Act (PFMA). Conflict Management. Basic Conditions of Employment. Financial Management. Treasury Regulations Generally Recognized Accounting Practices. Generally Accepted Accounting Practices. Debtors Management Skills: Accounting. Communication. Listening. Computer Literacy (MS Office Suite). Diversity Management. Interpersonal. Time Management. Report Writing. Planning and Organizing. Numeracy. Creativity.

DUTIES : Verify the maintenance of debtors records. Supervise the follow-ups of outstanding debts including legal claims and third party collection. Supervise the preparation of and review of monthly reconciliations of non-SARS debtors accounts against sub-module. Supervise resources in the sub-directorate.

ENQUIRIES : Ms V Pillay Tel No: (012) 337 1499

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 33/79 : **CALL CENTRE QUALITY ASSURER REF NO: HR 4/ 4/3/1CCQA/UIF**

SALARY : R359 517 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

- REQUIREMENTS** : A three (3) year tertiary qualification (NQF Level 6) in Call Centre, Contact Centre Management/ Public Management/ Business Administration/ Business Management/ Administrative Management/ Communication/ Finance Management. Two (2) years functional experience in Call Centre/ Customer Service environment. Knowledge: Telephone Etiquette, Call Centre Processes, Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Batho Pele Principles. Skills: Computer Literacy. Interpersonal. Communications. Listening. Customer. Focused. Telephone etiquette. Problem Solving. Planning and Organising. Analytical. Report writing. Creativity
- DUTIES** : Evaluate the quality of the calls received and provide advice on Standard Operational Measures. Retrieve, analyse and provide systematic call centre reports. Maintain call centre systems. Maintain call centre equipment and agent database.
- ENQUIRIES APPLICATIONS** : Ms ZW Chauke Tel No: (012) 337 1886
: 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 33/80** : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR 4/4/3/1SADM/UIF**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year tertiary qualification (NQF Level 6) in Accounting/ Financial Management/ Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations Public Service Act (PSA). Public Service Regulations (PSR). Generally Recognized Accounting Principles (GRAP) Generally Accepted Accounting Principles. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report Writing. Planning and Organizing. Numeracy. Creativity.
- DUTIES** : Maintain the debtor's records. Follow-up of outstanding debts including legal claims and third party collection. Prepare and review of monthly reconciliations of non-SARS debtor.
- ENQUIRIES APPLICATIONS** : Ms V Pillay Tel No: (012) 337 1499
: 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 33/81** : **COID EMPLOYER AUDITOR: IES REF NO: HR4/4/5/55**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Provincial Office: KZN
: Matriculation/ Grade 12/ Senior Certificate/Three-year qualification in Financial Accounting/BCOM Accounting/LLB/BCOM Law/ BCOM in Commerce. Knowledge: Departmental policies and procedures, Batho Pele principles, Compensation of Occupational Injuries and Diseases Act (COIDA), OHS Act and regulations, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA) Skills: Sense of Responsibility, Goal Driven, Pro-active, Supportive, Team Player, Assertiveness, Disciplined and ability to meet deadlines and Client focus/Centric.
- DUTIES** : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-complaint with COIDA within prescribed timeframes. Issue enforcement notices on non-complaint employers within prescribed timeframes. Prepare documents for prosecution of non-complaint employers within prescribed timeframes. Prepare statistics on weekly basis to report performances.
- ENQUIRIES APPLICATIONS** : Mrs MP Shandu Tel No: (031) 366 2095.
: Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
- POST 33/82** : **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/50**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Compensation Fund, Pretoria
: Three-year (NQF Level 6) relevant tertiary qualification in Human Resources Management or Human Resources Development. 1 years' experience in Human Resource Development environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Services. Compensation Fund Value Chain and Business processes. Del and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). DPSA Guideline on COIDA. Legislative Requirement: Skills Development Act. COIDA Act, Regulations and Policies. Public service Act Public Service Regulations as Amended as of 2016. Skills Development Act, 1998 (Act No 97 Of 1998). Skills Development Levies Act, 1999 (Act No 9 of 1999). South African Qualification Authority Act, 1995 (Act No 58 of 1995). South African HRD Strategic Framework. White paper on the transformation of the Public Service, 1995. White Paper on Public Service Education and Training, 1997. Labour Relations Act, 1995. Employment Equity Act, 1995. PFMA and National Treasury Regulations. Skills: Skills development. Self-Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Managing interpersonal conflict and resolving problems. Planning and organizing. Problem solving. Project or programme management. Team leadership. External Environmental Awareness. Human Resource Planning Skills. Training and Development (HRD) Skills.
- DUTIES** : Develop and implement the Workplace Skills Program (WSP). Administer bursary programs for the head office and the Compensation Fund. Provide assistance in coordinating Compulsory Induction (CIP) and Departmental orientation in the Compensation Fund. Administer the developmental programs in the Compensation Fund. Supervise the staff for the HRD Unit
- ENQUIRIES APPLICATIONS** : Mr VR Chauke at (082) 040 4489
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 33/83** : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/51**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting/Auditing. 1-year functional experience in income management (debt collection) environment. Knowledge: Compensation Fund business strategies, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles) Understanding of financial risk. Understanding of public sector revenue and debt collection processes. Debt Collection internal controls. COIDA. Legislative Requirement: Public Financial Management PFMA. National Treasury regulations. Promotion of Access to Information Act. Skills: Technical Proficiency. Communication (verbal and written). Client orientation and customer focus. People solving and analysis. Interpersonal. Planning and organizing. Analytic thinking.
- DUTIES** : Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of Staff.
- ENQUIRIES APPLICATIONS** : Ms D Mbulawa at (082) 783 1875
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

POST 33/84 : **FINANCE ADMIN OFFICER: ESTATES REF NO: HR 5/1/2/3/52**

SALARY : R294 321 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting. 1-year functional experience in (liquidation/estate) claims environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding financial risk management. Understanding of public sector revenue collection process. COIDA. Legislative Requirement: Public service regulations. Public Finance Management Act. National Treasury regulations. Promotion of Access to Information Act. Insolvency Act. Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem solving and analysis. Planning and organizing. Analytic thinking. Conflict management. Interpersonal skills.

DUTIES : Review and review the estate claims. Receive and arrange mail according to revenue significance. Review the identified registered employer's estate. Supervision of staff.

ENQUIRIES : Mr R Madavha at (082) 783 1875
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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

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

POST 33/85 : **CLAIMS ASSESSOR REF NO: HR 4/4/8/866**

SALARY : R294 321 per annum
CENTRE : Welkom Labour Centre Free State
REQUIREMENTS : Grade 12 Certificate/ Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/ HRM. 1-year functional experience in Compensation and Medical Claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedure and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID tariffs. Skills: Requires Technical Proficiency, Communication (verbal, written, listening and questioning skills) Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.

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

ENQUIRIES : Ms M Mamburu Tel No: (057) 391 0200
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 33/86 : **LEGAL ADMINSTRATIVE OFFICER (MR-3 to MR-5) REF NO: EC/2023/07/90410927**

SALARY : Grade 3: R293 847 – R333 666 per annum, (OSD)
Grade 4: R351 618 - R397 323 per annum, (OSD)
Grade 5: R420 642 - R596 127 per annum, (OSD)

CENTRE : Provincial Office: Eastern Cape
REQUIREMENTS : Four (4) years legal tertiary qualification or equivalent. 3-5 post graduate experience in Legal Services Knowledge: Admission as an advocate of Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act,

		Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.
<u>DUTIES</u>	:	Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.
<u>ENQUIRIES</u>	:	Dr B Dunga Tel No: (043) 702 7500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office, East London
<u>POST 33/87</u>	:	<u>MEDICAL ADJUDICATOR: (PROFESSIONAL NURSE GRADE 1-3) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum, (OSD) Grade 2: R358 626 – R409 275 per annum, (OSD) Grade 3: R431 265 - R521 172 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: Modimoll Ref No: HR 4/4/6/163 (X1 Post) Labour Centre: Kimberley Ref No: HR4/4/8/43 (X1 Post) (Re-advert, applicants who previously applied must re-apply)
<u>REQUIREMENTS</u>	:	4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices, Compensations Fund policies, processes, Stakeholders and customers, Customers Service (Batho Principles), COIDA tariffs, Technical knowledge, PFMA and national Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Data Capturing, Data and record management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD Medical accounts.
<u>ENQUIRIES</u>	:	Ms Fope JM Tel No: (015) 290 1699/1694 Ms S Mbeke Tel No: (053) 838 1582
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
<u>POST 33/88</u>	:	<u>UI CLAIMS OFFICER: BENEFICIARY SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Labour Centre: Durban Ref No: HR4/4/5/39 (X1 Post) Labour Centre: Pietermaritzburg Ref No: HR4/4/5/43 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate. Experience: 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer Care. Skills: Communication

		(verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP), Register all employers and verify the declaration of employees as per the relevant prescriptions, execute the payment of approved claims as per the set times frames, attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims, perform administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 331 1500(Durban) Mr M September Tel No: (033) 341 5300 (Pietermaritzburg)
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre: P. O. Box 10074, Marine Parade, 4056 Or hand deliver at Government Buildings, Masonic Grove, Durban. Deputy Director: Pietermaritzburg Labour Centre: Private Bag 9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 33/89</u>	:	<u>CLAIM PROCESSOR: COID (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum
	:	Durban Labour Centre Ref No: HR4/4/5/45 (X1 Post)
	:	Pietermaritzburg Labour Centre Ref No: HR4/4/5/56 (X1 Post)
	:	Gqeberha Labour Centre- Ref No: HR4/4/1/012 (X2 Posts)
	:	Provincial Office: Free State- Ref No: HR 4/4/8/865 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: Compensation Fund Policies, Procedures and Processes, Relevant Stakeholders, Human Anatomy/ Biology and medical terminology, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID Delegation, Promotion to Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (Written and Verbal) Data Capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 331 1500 (Durban) Mr M September Tel No: (033) 341 5300 (Pietermaritzburg) Mr M Ngqolowa Tel No: (041) 506 5000(Gqeberha) Mr S Zakwe Tel No: (051) 505 6300 (Free State)
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre: P. O. Box 10074, Marine Parade, 4056 Or hand deliver at Government Buildings, Masonic Grove, Durban. Deputy Director: Pietermaritzburg Labour Centre: Private Bag 9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201. Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000. Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>POST 33/90</u>	:	<u>INBOUND AGENT: CONTACT CENTRE REF NO: HR 5/1/2/3/53 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum
<u>REQUIREMENTS</u>	:	Compensation Fund, Pretoria
	:	Grade 12. No experience. Knowledge: Compensation Fund mandate. Contact Centre vision and objectives. Contact Centre performance requirement. Customer Care (Batho Pele). Telephone etiquette. Legislative Requirement: COIDA Act. Public Service Regulations. PFMA and Treasury Regulations. Skills: Data capturing. Computer Literacy. Listening skills. Communication skills. Interpersonal skills. Customer focused.
<u>DUTIES</u>	:	Receive and process incoming calls. Conduct basic back office functions. Perform continuous process improvements.
<u>ENQUIRIES</u>	:	Ms W Semahla Tel No: (012) 319 9242

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

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

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

POST 33/91 : **ADMIN CLERK: LEGAL SERVICES REF NO: HR 5/1/2/3/44**

SALARY : R202 233 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience. Knowledge: data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Stakeholders and customers. Customer service (Batho Pele Principles). Technical knowledge. COIDA. Legislative Requirement: The Constitution of RSA. COIDA. Promotion Access to Administrative Justice Act. Promotion of Access to Information Act. Road Accident Fund Act. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Flexibility. Decision-making. Self-Management. Team player.

DUTIES : Register objections, applications for Section 56, litigations, contracts, section 42 examinations and legal opinion. Administer court rolls. Make logistics arrangements for hearing. Prepare payments for tribunal members, section 42 examination and bill of costs. Attend to legal services enquiries and consultations.

ENQUIRIES : Ms T Mbananga at (076) 438 7568
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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

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

POST 33/92 : **CALL CENTRE AGENT REF NO: HR 4/ 4/3/1CCA/UIF (X3 POSTS)**

SALARY : R202 233 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent. 0 – 6 months' experience. Knowledge: Batho Pele Principles. Telephone Etiquette. Call centre operating system. Skills: Computer Literacy. Interpersonal. Communication. Listening. Customer focused.

DUTIES : Answering incoming calls (Inbound). Handle outgoing calls (Outbound). Maintain employer's database. Handle electronic enquiries Evaluate the quality of the calls received and provide advice on Standard Operational Measures.

ENQUIRIES : Ms ZW Chauke Tel No: (012) 337 1886
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.

ERRATUM: (Cape Town): Kindly note that the following post is advertised in Public Service Vacancy Circular 29 dated 18 August 2023, Provisioning Admin Officer: Demand and Acquisition Management with Ref No: CFO41/2023, the salary has been amended as R294 321 per annum.

MANAGEMENT ECHELON

<u>POST 33/93</u>	:	<u>CHIEF DIRECTOR OCEANS ECONOMY & PROJECT MANAGEMENT REF NO: OC35/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 371 558 per annum, (all-inclusive package) Cape Town (Waterfront) Undergraduate (NQF Level 7) or relevant qualification recognized by SAQA in Natural/Economic Sciences. 5 years of experience at senior management level. Successful completion of the Public Service Senior Management Leadership Programme. A thorough understanding and experience of project management. Knowledge and understanding of policies and relevant legislation pertaining to the various aspects of the Oceans and Coasts Environment. Knowledge of an inter-governmental system. Knowledge of government Administration and financial procedures, Knowledge and experience in Planning, Monitoring & Reporting. Knowledge of Public Service and Departmental procedures and prescripts. Knowledge of Government policies and procedures, in particular DFFE. Sound organising and planning skills. Project & Programme management skills. Good communication skills. Computer literacy. Leadership. Facilitation Analytical skills. Presentation skills. Honesty. Ability to work long hours voluntarily. Ability to gather and analyse information. Ability to develop and apply policies. Ability to work individually and in team. Good interpersonal relations skills. Ability to work under pressure. Ability to work with difficult persons and to resolve conflict. Must be articulate. Must have a sense of responsibility and loyalty. Must be initiative and creative.
<u>DUTIES</u>	:	Manage, facilitate and support the implementation of the delivery plans for the Marine Protection Services and Ocean Governance Focus Area. Engage with implementing departments to identify challenges. Assist with implementation challenges. Undertake the budgeting process (application & allocation) for projects supported within the DFFE. Manage and analyse the implementation of initiatives within Operation Phakisa: Oceans Economy and provide project management capacity. Coordinate reporting on delivery plans. Assess progress on implementation across implementing departments. Report on implementation progress. Provide specialist input, advice and support in respect of maritime services, aquaculture, small harbours development, infrastructure development and coastal and marine tourism and infrastructure. Oversee analyses of implementation plans and progress. Identify mitigation measures against challenges. Maintain a network of project leaders and specialists across implementing departments. Liaise with the Department of International Relations and Cooperation and other strategic international partners on areas of cooperation. Develop and or coordinate input into regional & international Oceans Economy programmes. Fulfil and oversee Department and national roles in regional/international Ocean Economy Forums. Identify supporting roles that regional/international forums can fulfil in implementing national ocean economy projects.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Fikizolo Tel No: (021) 493 7357 May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 63 Strand Street, Cape Town
<u>NOTE</u>	:	Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to

appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, A pre- entry certificate obtained from National School of Government (NSG) is required for all SMS posts 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-entry-programme/>). Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

CLOSING DATE : 06 October 2023

OTHER POSTS

POST 33/94 : **CONTROL ENVIRONMENTAL OFFICER: PERSISTENT POLLUTANTS MANAGEMENT GRADE A(OSD) REF NO: CMW05/2023**

SALARY : R554 498
CENTRE : Pretoria

REQUIREMENTS : An appropriate recognized three-year Diploma or Degree qualification or equivalent qualification in chemistry, natural, engineering or environmental sciences plus at least three years relevant experience in chemicals management. Experience in multilateral environmental agreements (MEAs) relating to chemicals and waste management will be an added advantage. Other key aspects of the position are: the promotion of environmental sound management and facilitation of reduced releases of hazardous persistent pollutants into the environment in line with the MEAs on chemicals and heavy metals guidelines; Sound understanding of the legislation framework governing chemicals management, as well as experience in managing some aspects of chemicals management. Skills required: Extensive knowledge and technical skills in project management, facilitation and coordination skill as well as excellent analytical thinking and problem solving. Superior verbal and written communication, and presentation skills., Good operational planning skills and report writing skills, Good leadership and interpersonal relations and computer skills. The incumbent must be able to work independently and efficiently under pressure. The incumbent must also be able to work and to interact at all levels with internal and external stakeholders.

DUTIES : The successful applicant will among others perform the following: To assist in the implementation of the provisions set out by the multilateral environmental agreements or international conventions relating to chemicals management. To assist in the processing of the applications of the MEAs; To identify policy and regulatory framework for environmental sound management of persistent pollutant chemicals. To provide technical inputs and guidance to legislation and policy development, chemical risk assessment, capacity building and regulatory processes related to persistent pollutant chemicals. To develop national action plans and/or national implementation plans or phase-out management plans for the persistent pollutant chemicals. To identify, gather and disseminate information on chemicals management, and in particular, to promote awareness of the dangers of hazardous chemicals in environment and human health. To ensure effective relationships are in place to support the

implementation of the regulatory instruments developed to minimise the threats of chemical pollution in the environment.

**ENQUIRIES
APPLICATIONS**

: Mr Pardon Ndlovu Tel No: (012) 399-8807
: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Cape Town/ Northwest/ Northern Cape applications must be submitted to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

: Human Resource Management
: 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. 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.

CLOSING DATE

: 02 October 2023

POST 33/95

: **SENIOR FORESTRY REGULATION OFFICER REF NO: FOM55/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum (Level 08)
: Polokwane
: National Diploma /degree in Forestry or relevant equivalent within related field
2-3 years relevant experience in Forestry or related field. Knowledge of National Forestry Acts, National Veld and Forest Fire Act, Public Service Act, Public Service Regulations, and other related environmental legislation. Must have the following skills: computer literacy, numeracy skills, minute writing, planning, and organising, problem solving skills, excellent communication skills (verbal, presentation and report writing). Innovative and proactive. Ability to work long hours voluntarily. Ability to gather and analyse information. Proven leadership skills. Ability to develop and apply policies. Ability to work independently and in a team. Ability to lead multidisciplinary team. Good interpersonal relations skills. Ability to work under extreme pressure. Conflict management and resolution. Ability to organise and plan under pressure. Ability to collect and interpret information and reports. Knowledge of indigenous tree. Interpersonal relations. Ability to act with tact and discretion. Initiative. Responsibility and loyalty. Computer skills in MS Office Software, a valid driver's license and must be willing to travel.

DUTIES

: The incumbent will be responsible for the implementation of the National Forest Act (NFA). Administration of licenses for natural forests and protected trees. Monitor compliance. Implement administrative enforcement measures. Implement activities to ensure concurrence management. Evaluation of Environmental Impact Assessment (EIA). The incumbent will also be responsible for implementing the National Veld and Forest Fires Act (NVFFA). Conduct FPA assessments for registered FPAs. Promotion of the wellbeing of the FPA's, implementation of intergraded veld fire management plan, implementation of NVFIS Facilitate participation municipalities and that of state

land custodians. Facilitate submission of annual reports to the National Office via Provincial office. Assess firebreak exemption applications. Organise and coordinate stakeholder participation. Implement business plan for awareness campaign. Render general administration.

**ENQUIRIES
APPLICATIONS**

: Ms AN Mudau Tel No: (015) 287 9964
: Must be submitted to the Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria. Cape Town/ Northwest/ Northern Cape applications must be submitted to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town

**FOR ATTENTION
NOTE**

: Human Resource Management
: 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. 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.

CLOSING DATE

: 02 October 2023

DEPARTMENT OF HUMAN SETTLEMENTS

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

<u>APPLICATIONS</u>	:	Applications can be e-mailed to jobs@dhs.gov.za.
<u>CLOSING DATE</u>	:	02 October 2023 at 16h00
<u>NOTE</u>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee's Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department: Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment: The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

<u>POST 33/96</u>	:	<u>DIRECTOR-GENERAL REF NO: DOHS/34/2023</u> (5 Year Contract)
<u>SALARY</u>	:	R2 158 533 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Matric/Grade 12 or equivalent, an Undergraduate qualification in Public Administration/ Management/ Business Management/ Human Settlements or any other relevant qualification (NQF level 7) as recognized by SAQA and a relevant post-graduate qualification (NQF level 8) as recognized by SAQA. 8 -10 years' relevant experience at senior management level of which at least 3 years should be with any organ of state as defined in the Constitution. Knowledge and understanding of housing and the human settlements sector including policy, legislative, regulatory compliance and governance universe and environment. Capable and competent financial, human resource and administrative experience. Manage operations to achieve the planned outcomes in line with the mandate of the Department. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate will be required to complete the Nyukela

Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. The appointed candidate will be expected to sign a performance agreement and disclose his or her financial interests.

DUTIES

: The successful candidate will be responsible for the following Key Performance Areas: Oversee research, policy development, strategy formulation and planning within the Human Settlements Sector. Oversee upgrading of Informal Settlements and the provision of Emergency Housing. Oversee the delivery of Affordable Rental and Social Housing. Oversee departmental entities, Intergovernmental Relations and monitoring and evaluation of human settlements programmes and projects. Oversee the provision of corporate support services. Oversee finances of the department and grants allocated for human settlements programmes. Oversee the provision of Executive support services. Oversee the provision of Risk and Integrity management services. Oversee the provision of Internal Audit services.

ENQUIRIES

: Ms M Thusi Tel No: (012) 444-9082

NATIONAL SCHOOL OF GOVERNMENT (NSG)

- APPLICATIONS** : The National School of Government (NSG), Private Bag X759, Pretoria, 0001 or hand delivered at 70 Meintjies Street Sunnyside Pretoria 0001 Emailed applications will not be considered.
- FOR ATTENTION** : Director: HRM&D.
- CLOSING DATE** : 04 October 2023 @ 16h00
- NOTE** : Applications must be submitted on the new Z83 form, obtainable from any Public Service Department website, stating the field of study the intern is applying for as well as comprehensive Curriculum Vitae in order to be considered. Only shortlisted candidates will be required to submit certified copies of qualifications and ID. The National School of Government reserves the right not to make a placement. Due to large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service. All appointments are subject to the verification of educational qualifications, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified.

**INTERNSHIPS FOR 2023/25
(24 months)**

OTHER POSTS

- POST 33/97** : **GRADUATE INTERNSHIP PROGRAMME 2023/2024**
- STIPEND** : R7 043.00 per month, Bachelor's/Honours Degree
R8 584.00 per month, Master's Degree
- CENTRE** : Pretoria
- REQUIREMENTS** : Applications must be in possession of the following undergraduate or postgraduate qualifications to apply: Bachelor's degree in Computer Science, Data Analysis, Information Security, Statistics and Economics (Honours and Masters degree).
- ENQUIRIES** : Ms Matsoai Hlahane Tel No: (012) 441 6735
- POST 33/98** : **WORK INTERGRATED LEARNING (WIL) 2023/2025**
- STIPEND** : R5 898.00 per month, National Certificate (N6) and a letter from registered institution of learning indicating need for work integrated learning.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applications must be in possession of N6 in the qualifications to apply: Commercial Photography, Graphic Design, Office Practice, Film Production, Video Editing and Information Communication and Technology.
- ENQUIRIES** : Ms Matsoai Hlahane Tel No: (012) 441 6735

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 these posts in line with the department's approved Employment Equity Plan. Our buildings are accessible to persons living with disabilities.



CLOSING DATE : 02 October 2023 at 12:00 am (Midnight)

NOTE : 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. Successful completion of the Nyukela Public Service SMS Pre-entry Programme 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/>, prior to finalisation of appointment. 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/s and/or to re-advertise a post/s. The National Treasury is compliant to the requirements of POPIA.

MANAGEMENT ECHELON

POST 33/99 : **DIRECTOR: LITIGATION AND ADMINISTRATIVE LAW REF NO: S091/2023**
Division: Office of the Director-General (ODG)
Purpose: To manage litigation brought by, or against, the National Treasury and advise on the legal implications of administrative action taken by National Treasury.

SALARY : R1 162 200 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate. A postgraduate Legal degree. Admission as an Attorney with Right of Appearance or eligible to obtain Right of Appearance in the High Court. 8 years' post admission experience of which 5 years is at middle management (Deputy Director or equivalent) level with specific reference to litigation obtained in a legal environment. Knowledge of International, Constitutional and Administrative law and Interpretation of Statutes. Drafting skills. Successful completion of the Nyukela Public Service Senior Management Leadership Programme 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/>, prior to finalisation of an appointment.

DUTIES : Litigation Management: Provide strategic direction in the handling of intended or pending litigation. Consult and liaise both internally and externally with stakeholders on litigation matters. Execute referrals and handling of litigation matters by the State Attorney. Coordinate the preparation process of all High Court and Constitutional Court cases. Investigate all claims and litigate if

necessary related matters within the area of responsibility. Provide custody of all relevant documents and journals, including but not limited to summonses, instructions to attorneys, experts, and trials. Ensure that an effective and efficient litigation process is followed. Prepare legal pleadings, motions, etc. Develop and update the litigation manual in line with the latest procedures. Manage the litigation database with relevant information for future reference. Identify litigation trends and patterns and related risk management. Ensure that where external resources are utilised the scope and costs have been approved by the Chief Director and the resources are managed in line with the agreed quality, milestones, deadlines, and budget. Professional Legal Assistance: Analyse specific legal problems and assist in the development of responsive solutions and strategies. Provide Legal Advice to Clients. Represent Clients at appropriate Forums. Scrutinise legal documentation. Draft legal documents / pleadings / opinions. Perform legal and/or factual research and investigations as specifically assigned, analyse data, and recommend courses of action, as appropriate. Respond to parliamentary questions. Reporting: Provide input on various reports i.e., audit committee report, contingent liabilities, etc. Provide input to questions from oversight bodies. Client and Relationship Management: Effectively build and maintain good relationships and interactions with clients, stakeholders, and business representatives. Establish strong relationships with internal and external service providers. Monitor the level of client satisfaction at regular intervals and after each significant delivery of product or service. Respond to clients' queries and complaints ensuring that corrective action is taken when necessary.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 33/100 : **DIRECTOR: RSA RETAIL SAVINGS BONDS REF NO: S100/2023**
 Division: Asset and Liability Management (ALM)
 Purpose: To finance the government's borrowing requirements through the issuance of RSA Retail Savings Bonds and manage the government's existing stock of retail debt in broadening the total investor base.

SALARY : R1 162 200 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Business Management or Economics or Financial Management or Accounting or Financial Economics or Investment Management. A minimum of 5 years' experience at a middle management level (Deputy Director) obtained in money and capital markets and financial markets operations. Knowledge and experience of product development in investments as well as capital markets research methodologies. Knowledge and experience of market analyses and information for utilisation and improvement of financial instruments in the broader business. Ability to think creatively and translate ideas into actionable product strategies. Successful completion of the Nyukela Public Service Senior Management Leadership Programme 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/>, prior to finalisation of an appointment.

DUTIES : Financing of Governments gross borrowing requirement: Develop and implement a domestic RSA Retail Savings bond borrowing strategy for the National Treasury. Initiate the research, development and implementation of new bond and savings products. Provide an overview of issuances, settlements, and account of government securities in retail debt markets. Determine the finance measures of government's borrowing requirements in the domestic retail markets. Stakeholder Engagement: Develop and implement tools that will improve the investor base. Develop and implement an investor website for improved engagement with stakeholders. Engage with retail investors through road shows, exhibitions, the media, and other mediums. Address queries related to issues from investors. Develop relationship with stakeholders such as marketing agencies, departments, SARB, JSE, Banks, legal services, and other stakeholders. Provide inputs to the Financial Policy Sector on regulations about Bond Markets, Tax and Savings policies. Domestic RSA Savings Debt: Promote a savings culture through the issuances of the RSA Retail Savings Bonds. Initiate frequent market and portfolio analysis of qualitative and quantitative. Monitor domestic and international economic

events and their impact on the South African economy and the debt portfolio. Manage the compliance process of bond listing requirements and draft terms of conditions on new financial instruments. Analyse and advise on prudent debt management policies and recommend corrective debt strategies for implementation. Participate in annual budget process through funding strategies and the provision of figures on transactions, payments, and outstanding amount of the total debt portfolio. Research Market volatility: Initiate research on capital markets pertaining to market volatility in the prudent management of debt. Perform research on local and international markets to stay abreast of developments impact retail debt issues. Analyse and provide inputs to briefing notes and speeches.

ENQUIRIES APPLICATIONS : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OTHER POSTS

POST 33/101 : **SENIOR ECONOMIST: ECONOMETRIC RESEARCH REF NO: S108/2023**
 Division: Economic Policy (EP)
 Purpose: To develop new economic models in alignment to specific policy questions and enhance current models for the attainment of sound policy analysis to the stakeholders.

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all-inclusive remuneration package)
 : Pretoria
 : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Mathematical Economics or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the application of various econometric techniques and software. Knowledge and experience in economic research. Experience in econometric analysis and model building and Knowledge and experience in model programming using software packages such as EViews, Stata, R-studio, MATLAB, etc.

DUTIES : Develop and Align Models to Specific Policy Questions: Initiate research in the identification of innovative economic modelling techniques and propose implementation. Develop economic models in response to policy questions and challenges. Provide inputs in the formulation of policies to determine their economic impact in the economy. Review and Enhance Models: Frequently review current and future models and propose adjustments, Initiate improvements for consultation and implementation of models. Assist with the design of models to reflect the overall economic theory. Provide simulations of projected scenarios within the National Treasury and other related government departments. Policy Analysis and Development: Provide theoretical and well researched reports that would align model outcomes to related policy questions. Scrutinise policy and analyse latest trends for developmental purposes, Provide inputs for improvement and development of econometric modelling. Stakeholder Engagement and Research: Engage with recognised international institutions on latest economic models and other relevant information. Verify numbers for correctness and proof-reading processes. Attend forums and workshops on latest developments in econometric research and related developments for integration within policy.

ENQUIRIES APPLICATIONS : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
 : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 33/102 : **SENIOR ECONOMIST: RESEARCH AND DATA MANAGEMENT REF NO: S107/2023**
 Division: Economic Policy (EP)
 Purpose: To monitor, evaluate and advise on data held at the Secure Data Facility as well as provide analysis of the socio-economic impacts of policy proposals in conjunction with stakeholders using the available data. The incumbent will also be required to initiate research on key policy issues using the available data.

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

<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in an economic policy development and analysis environment. Knowledge and experience of applied microeconomics, Knowledge, and experience of the latest trends in research and research tools and Knowledge and experience in the dissemination and interpretation of economic policy outcomes.
<u>DUTIES</u>	:	Economic Analysis: Provide research assistance and capacity building. Maintain databases of micro-economic and macro-economic indicators to assist in economic analysis. Advice and Stakeholder Engagement: Engage with SARS on data extractions and data quality industrial policy issues for consideration. Provide inputs (i.e., economic analysis) into policy discussions and assist to develop National Treasury policy positions in conjunction with other stakeholders. Draft data guidelines, technical notes, and briefing notes for consultation with stakeholders. Represent National Treasury on intergovernmental and other external forums and committees. Policy and Research: Initiate and conduct research on firm level dynamics and identify the implications thereof for government policies and priorities e.g., growth, employment, and investment. Initiate and produce in-depth analysis of the socio-economic impact of related policy and research proposals. Initiate and conduct research into policy-relevant developments in the primary, secondary, and tertiary sectors and (where appropriate) initiate benchmarking exercises with international institutional best practices and trends. National Budget & MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS. Sector analysis, updates, tables, charts. Verify numbers for correctness and proof-reading processes. Project Management: Initiate the collaboration of research projects pertaining to the administration of data contributing to working papers. Provide inputs to the drafting of concept notes and terms of references. Optimise data lab processes pertaining to software, hardware, and other administrative processes.
<u>ENQUIRIES</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
<u>APPLICATIONS</u>	:	To apply visit: https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>POST 33/103</u>	:	<u>SENIOR ECONOMIST: ECONOMIC DATA MANAGEMENT REF NO: S104/2023</u> Division: Economic Policy (EP) Purpose: To develop and maintain sound databases with the aim of facilitating policy research and interpret economic data.
<u>SALARY</u>	:	R958 824 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Mathematical Economics or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in the manipulation of data and development of new data tools. Knowledge and experience in interpreting and communicating results. Knowledge in the analysis and formulation of policies. Knowledge and experience in programming of models in software packages (including EViews, Stata, R-studio, MATLAB, etc.).
<u>DUTIES</u>	:	Data Provisioning and Availability: Develop new reliable data sources and contribute to enhanced usage of tools by stakeholders. Provide feedback to stakeholders and database providers. Provide adequate response to data requests. Ensure the continuous availability of up-to-date reliable data. Databases and software licenses: Frequently update the databases used for economic reports and presentations. Manage the development of software solutions to facilitate the use of data for policy research. (i.e., Excel macros, export, import functions to facilitate data use in other software, graph and table building functions). Oversee the software needs and understand the specifications of the different software packages. Respond to queries related to economic indicators and their functionality. Policy Analysis and Development: Create a platform for policy recommendation and consultation with stakeholders. Provide theoretically sound and well researched short reports and memos that provide analysis of the data. Develop relevant

presentations and engage stakeholders Inform the National Treasury of new developments in data availability/management and software. Research and benchmarking: Initiate research with recognised institutions on the development of best practices pertaining to databases of information for implementation. Create a platform for benchmarking and other interventions to stay in touch with changes and new ideas pertaining to database manipulation. enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

**ENQUIRIES
APPLICATIONS**

POST 33/104

SENIOR ECONOMIST: FORECASTING REF NO: S105/2023

Division: Economic Policy (EP)

Purpose: To assist with the provision of quarterly forecasts of the South African economy over the MTEF period and maintain the National Treasury Quarterly Model (QMOD) for sound policy analysis and advice to stakeholders.

**SALARY
CENTRE
REQUIREMENTS**

R958 824 per annum, (all-inclusive remuneration package)

Pretoria

A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Mathematical Economics or Econometrics. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent. Knowledge and experience in the utilisation of forecasting modelling tools. Knowledge and experience in economic analysis and model output interpretation and communication. Knowledge and experience in formulating policies, and programming software (EViews, Stata, R-studio, MATLAB, etc.).

DUTIES

Support the budget process: Quarterly Forecasts over the MTEF. Produce macroeconomic forecasts of the South African economy. Draft a forecasting explanatory memo after each forecast session to brief stakeholders on the main aspects of the economic projection. Provide different simulations on forecasts on economic growth and tax related models based on the revenue expectations for a specific financial year. Model Maintenance and Development: Maintain the QMOD for sound policy analysis and advice to all stakeholders. Update the QMOD and other forecasting models on availability of new data on a regular basis. Propose changes to the QMOD if necessary and effect approved changes. Conduct the adjustment of the equations in the QMOD for accuracy and integrity of data. Co-develop new models in line with the needs of National Treasury and its stakeholders. Policy Analysis and Development: Create a platform for policy recommendation and consultation with stakeholders. Provide theoretically sound and well researched short reports and memos that provide analysis of the data. Develop relevant presentations and engage stakeholders. Research and Stakeholder Engagement: Conduct research using the latest forecasting tools and methodologies for publication. Represent the National Treasury in relevant fora and engagements. Initiate and conduct research that supports model maintenance and development as well as the macro-fiscal planning process. Budget and MTBPS: Provide inputs into Chapter 2 of Budget Review and MTBPS. Sector analysis, updates, tables, charts. Lead internal number checking process and assist proof reading of Budget Chapters.

**ENQUIRIES
APPLICATIONS**

enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 33/105

DEPUTY DIRECTOR: ADMINISTRATIVE LAW REF NO: S093/2023

Division: Office of the Director-General (ODG)

Purpose: To assist in managing litigation brought by, or against, the National Treasury and advice on the legal implications of administrative action taken by National Treasury, Public Entities and Agencies reporting to the Minister of Finance and render legal support to the National Treasury and other stakeholders.

**SALARY
CENTRE
REQUIREMENTS**

R811 560 per annum, (all-inclusive remuneration package)

Pretoria

A Grade 12 certificate. LLB degree. A postgraduate qualification will be an added advantage. Admission as an Attorney with Right of Appearance or eligible to obtain Right of Appearance in the High Court. A minimum of 4 years'

		post admission experience of which 2 years should be at an Assistant Director level or equivalent obtained in a legal environment with specific reference to litigation and administrative law. Knowledge of International, Constitutional and Administrative law and also Interpretation of Statutes. Drafting skills.
<u>DUTIES</u>	:	Litigation Management: Consult and liaise both internally and externally with stakeholders on litigation matters. Obtain instructions and liaise with the State Attorney regarding court cases and draft letters of instruction to the State Attorney and compile relevant documents. Prepare documents for all courts and other legal tribunals. Assess all claims and litigate, if necessary, related matters within the area of responsibility. Prepare legal pleadings, notice motions, etc. Legal Advice / Opinion: Analyse specific legal problems and assist in the development of responsive solutions and strategies. Provide legal advice to clients. Scrutinise draft legal documents / pleadings / opinions. Perform legal and / or factual research and investigations as specifically assigned, analyse data, and recommend courses of action. Reporting: Provide input on various reports i.e., audit committee report, contingent liabilities, etc. Provide input to questions from oversight bodies. Client and Relationship Management: Establish relationships with external service providers. Respond to clients' queries and complaints and take corrective action when necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
	:	To apply visit:
	:	https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs
<u>POST 33/106</u>	:	<u>DEPUTY DIRECTOR: CORPORATE LAW REF NO: S112/2023</u> Division: Office of the Director-General (ODG) Purpose: To draft and / or vet contracts and other legal instruments, assist in managing litigation brought by or against the National Treasury, advise on legal implications of administrative action taken by the National Treasury and render legal support to the National Treasury and other stakeholders.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	A Grade 12 Certificate. LLB Degree. A post graduate qualification will be an added advantage. Admission as an Attorney with Right of Appearance or eligible to obtain Right of Appearance in the High Court. A minimum of 4 years' post admission experience of which 2 years should be at an Assistant Director level or equivalent in a legal environment with specific reference to corporate law. Knowledge of International, Constitutional and Administrative law and also Interpretation of Statutes. Drafting skills.
<u>DUTIES</u>	:	Domestic and International Contracts and Legal Instruments: Conduct and coordinate research into a variety of legal issues. Draft and vet contracts for compliance. Negotiate contracts on behalf of the National Treasury, Minister of Finance, and entities. Provide legal advice regarding the effect or interpretation of a contract or a certain clause in a contract. Other Agreements / legal instruments: Draft Guarantee Agreements and advise the National Treasury on loans to be guaranteed. Veto the various legal instruments in respect of bond issuances. Vet Shareholders Compacts, powers of attorney and other documents for compliance. Provide legal advice regarding the interpretation and legislative compliance of certain documents, such as applications in terms of the PFMA, resolutions in terms of the Companies Act. Contract Management and Administration: Record all new instructions accurately and ensure that all records are easily accessible. Ensure that signed agreements are captured on the database. Litigation: Consult and liaise both internally and externally with stakeholders on litigation matters. Liaise with the State Attorney regarding court cases and draft documents in that regard. Prepare documents for court cases. Populate the litigation database with relevant information for future reference. Provide administrative support to the directors on litigation matters. Compile monthly reports. Professional Legal Assistance: Analyse specific legal problems and assist in the development of responsive solutions and strategies. Provide legal advice to clients. Represent clients at appropriate Forums. Scrutinise legal documentation and provide legal opinion in respect thereof. Draft legal documents / pleadings / opinions. Perform legal and / or factual research and investigations as specifically assigned, analyse data, and recommend courses of action, as appropriate. Provide legal support in respect of any projects that may have legal implications. Client Relationship Management: Effectively build and maintain good relationships and interactions with clients, stakeholders, and business representatives. Establish

strong relationships with internal and external service providers. Respond to clients' queries and complaints ensuring that corrective action is taken when necessary.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 33/107 : **POLICY ANALYST: PROVINCIAL GOVERNMENT ACCOUNTS REF NO: S102/2023**

Division: Budget Office (BO)

Purpose: To assist in the provision of reliable financial data related to the provincial sphere of government for the analysis of policy formulation and reporting in compliance with regulatory requirements.

SALARY : R527 298 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Computer Science or Accounting or Economics or Business Economics or Management. A minimum of 3 years' experience obtained database development, data warehousing and data integration. Knowledge and experience in report development. Knowledge and experience in utilisation of MS Office suite of products, with particular emphasis on the manipulation of Microsoft Excel.

DUTIES : Assist in the development of a formal database housing provincial revenue and expenditure data covering all aspects of the budget cycle. Assist with the reviewing of the data model to enhance data management and improve efficiency of data extraction and reporting. Data Gathering: Provide technical support in developing reporting systems, templates, and tools, to provide accurate and reliable data for internal and external usage. Enhance processes and procedures regarding automation and data extraction from financial systems for reporting purposes. Data Integrity: Apply classification standards, circulars, and practice notes consistently and correctly. Maintain data of provincial data between National Treasury and other institutions. Assist with the application of changes to the Economic Reporting Format and the Standard Chart of Accounts to history data to guarantee the consistent application of data. Data analysis: Provide technical support to internal and external clients regarding data analysis tools and techniques. Provide provincial data for Treasury publications and internal and external documents.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 33/108 : **ANALYST: DEBT OPERATIONS REF NO: S101/2023**

Division: Asset and Liability Management (ALM)

Purpose: To assist with the creation of a conducive environment and culture of saving in South Africa through the administration of RSA Retail Bonds.

SALARY : R527 298 per annum, (Remuneration package benefits exclusive)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 is required coupled with a minimum National Diploma (equivalent to an NQF level 6) or Bachelor's degree (equivalent to an NQF level 7) in any of the following disciplines: Economics or Finance. A minimum of 3 years' experience in a customer service administration role and accounting environment or similar. Must have experience in data capturing and reconciliation. Knowledge and experience of Microsoft Office (Outlook, Word, Excel, PowerPoint). Experience in KYC compliance would be beneficial.

DUTIES : Payment's administration: Estate Late: Assist with the processing of all estate late (scheduled and ad hoc) transactions including sending for verification. Assist with attending to and resolving all investor queries on the HEAT call system, phone queries, emails etc. Assist with updating the estate late spreadsheet and follow up on all the outstanding transactions. Assist with the distribution of estate late correspondence through email or postage. Investor administration: Financial Cooperatives: Assist with processing of financial cooperative transactions, new applications, withdrawals, etc. Assist with updating and maintaining of the financial cooperatives register spreadsheet. Assist with attending to and resolving all financial cooperatives queries on the

HEAT call system, phone queries, emails etc. Assist with the distribution of financial cooperative correspondence through email or postage. Payment's administration: verification of transactions: Assist with the verification of payments, interests, redemptions, and fees payments, etc. Assist with the reconciliation process of rejected transactions and all queries. Administration: power of attorney requirements: Assist with the loading and updating all power of attorney documentation, ensuring that documents are valid and up-to date. Assist with ensuring that all documentation received is FICA compliant, including the reviewing of all power of attorney documentation for validity and filing of all the documents.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

POST 33/109 : **AUDIT AND RISK COMMITTEE MEMBER REF NO: S110/2023**
 Division: Office of the Director-General (ODG)
 (2 Years Contract)
 (Re-Advertisement)
 Purpose: To execute the committee mandate, as articulated in the Committee Charter.

SALARY : In accordance with National Treasury Audit Committee Charter
CENTRE : Pretoria
REQUIREMENTS : A relevant postgraduate tertiary qualification and professional certificate in Auditing or Accountancy or Risk Management and must be an active member of the relevant professional bodies. A minimum of 5 years' experience in audit committee or executive management, preferably in the public sector. A sense of integrity and strong ethical values. An ability to act honestly and in good faith in the public interest. Understanding of the mandate of the committee. Independence and objectivity. Goal oriented and transformative. Understanding of audit and risk management practices. Leadership qualities. Professionalism. An understanding of the National Treasury and applicable accounting standards (i.e., PFMA). Willingness to exercise due diligence and to provide sound advice to the Executive Authority.

DUTIES : Overseeing the effectiveness and reliability of the financial and non-financial internal control and risk management. Advising the executive management on matters relating to the financial and risk management. Independently reviewing the reporting processes to ensure the integrity of reports. Providing oversight on the implementation of plans to address audit issues. Providing oversight on the institutional compliance with legislative and regulatory requirements. Promoting a culture committed to lawful and ethical behaviour, including oversight of fraud management.

ENQUIRIES : enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za
APPLICATIONS : To apply visit:
<https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs>

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.

- APPLICATIONS** :
- National Office Midrand:** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Gauteng Division:** Pretoria/Johannesburg/ Provincial Service Centre Gauteng Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Eastern Cape Division of the High Court:** Mthatha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.
- Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town.
- CLOSING DATE** : 02 October 2023
- NOTE** :
- All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only 121 and more specifically for the purpose of the position/vacancy you have

applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

OTHER POSTS

POST 33/110 : **DEPUTY DIRECTOR: CONDITIONS OF SERVICE AND REMUNERATIONS REF NO: 2023/318/OCJ**

SALARY : R811 560 – R952 485 per annum, (all-inclusive remunerative package). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : National Office: Midrand
 : Matric certificate and a three (3) year National Diploma/Bachelor Degree in Human Resource Management and/or Development, Public Administration/Management or an equivalent relevant qualification at NQF level 6 with 360 credits as recognised by SAQA. A minimum of five (5) years' experience in Human Resource Management of which three (3) years must be at an Assistant Director level. Formal PERSAL training (shortlisted candidates will be required to submit PERSAL Certificates). A Valid driver's license. Knowledge of Human Resource Management. Knowledge of Human Resources Management Policies, Human Resources Systems and Procedures. Knowledge and understanding of the Legislation/prescripts and framework governing the public service i.e public service Act, Public service Regulation, labour Relations Act, Employment equity Act, basic Conditions of Employment Act, skills Development Act, collective agreements, codes of Remuneration and the Public Finance Management Act. Knowledge of HR related standards, practices processes and procedures. Structure and functioning of the Department, Business functions and processes of the Department, Change management.

DUTIES : Management and monitoring of service conditions and benefits; Monitor the correct application of service conditions and benefits to all employees. Ensure the accurate implementation of salary structured packages for OSD, MMS and SMS employees; Manages termination of services (resignation, ill health, retirements, death, dismissals, etc.) within the department. Ensure management and compliance of leave administration processes; Monitor, review and approve the leave transactions on PERSAL; Prepare the monthly report on the implementation of leave; Monitor and implement the application of temporary and permanent incapacity leave and ill Health retirement (PILIR); Manage the appointment and transfers process of officials within the OCJ; Implement the appointment or transfers of the recommended candidate after selection process on PERSAL; Facilitate the development and implementation of service conditions and benefits policies in line with legislative frameworks, system and processes;. Manage the sub directorate, Administration of employees' pension benefits. Develop or review the service conditions and benefits policies in line with Public Service Prescripts and DPSA guidelines; Review all the service conditions and benefits templates and submit for approval. Manage the efficient and effective administrative support within the sub-directorate; Develop plans and reports for the sub-directorate and submit to the Director.

ENQUIRIES : Technical Related Enquiries: Mr W Mekoa Tel No: (010) 493 2500
 HR Related Enquiries: Mr A Khadambi Tel No: (010) 493 2500

POST 33/111 : **LAW RESEARCHER REF NO: 2023/319/OCJ**

SALARY : R424 104 – R508 692 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Gauteng Division High Court: Pretoria
 : Matric Certificate plus an LLB Degree or a four (4) year Legal qualification as recognized by SAQA. A minimum of two (2) years' legal experience obtained after qualification. A minimum of three (3) years' legal research experience and completed articles will be an advantage. Knowledge of Electronic Information Resources and online retrieval (Westlaw, LexisNexis, Jutastat). Skills and competencies: Excellent research and analytical skills. Report writing and

		editing skills (written and verbal) Problem analysis, solving and planning skills. Computer literacy (MS Word) Project Management, including planning and organizing ability. Ability to integrate knowledge from diverse sources. Accuracy and attention to detail. Interpersonal skills. Ability to work under pressure. Time management skills. Creative and analytical skills.
<u>DUTIES</u>	:	Perform all legal duties for the Judges to enable them to prepare judgements. Research and retrieve all relevant material from all sources in both hard and electronic formats on legal issues as requested by a Judge. Read all relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the Judge's attention. Prepare a comprehensive memorandum on the outcome of the research. Proofread all judgements, articles, speeches and conference papers with respect to spelling and grammar. Double-check all references and footnotes in all judgements and legal articles against the original text to ensure correctness. Correct mistakes with the assistance of track changes so that the Judge can accept or decline any proposed changes. Monitoring and bringing to the attention of Judiciary new developments in law and Jurisprudence. Performing any court related work requested to improve the efficiency of the court.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms PN Shandu Tel No: (012) 315 7564 HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
<u>POST 33/112</u>		<u>REGISTRAR REF NO: 2023/320/OCJ</u>
<u>SALARY</u>	:	R293 847 – R1 005 801 per annum, (MR3 – MR5, Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Division of the High Court: Johannesburg
	:	Matric Certificate and an LLB Degree or a four (4) year legal qualification. A minimum of three (3) years' legal experience obtained after qualification. Driver's license. MR3 - LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. MR4 - LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. MR5 - LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession). Skills and Competencies: Excellent communication skills (verbal and written), Computer literacy, Numerical skills, Attention to detail, Planning, organizing and decision-making skills, Customer service orientated, Interpersonal skills, Conflict management, strong work ethics, professionalism, ability to work under pressure and meeting of deadlines, result driven, honesty/trustworthy and Observance of confidentiality.
<u>DUTIES</u>	:	Co-ordination of Case Flow Management support process to the Judiciary. Manage the issuing of all processes. Initiating Court proceedings. Co-ordinate interpreting services, appeals and reviews. Process unopposed divorces and the facilitation of Pre-trial conferences. Quality checks on Criminal Record books. Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators. Supervision and management of staff. Provide practical training and assistance to the Registrar's Clerks. Ensure annotation of relevant publications, codes, acts and rules. Attend to and execute requests from the Judiciary in connection with cases and case-related matters. Exercise control over the management and safekeeping of case records and the record room. Deal with the files in terms of the relevant codes and legislation.
<u>ENQUIRIES</u>	:	Technical enquiries: Ms S Letlaka Tel No: (010) 494 8486 HR enquiries: Ms T Mbalekwa, Tel No: (010) 494 8515
<u>POST 33/113</u>	:	<u>ACCOUNTING CLERK REF NO: 2023/321/OCJ</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Service Centre: Gauteng
	:	Matric Certificate. National Diploma in Accounting, Financial Accounting, Cost and Management Accounting or equivalent qualification will serve as an advantage. A minimum of 2 year's relevant experience. Knowledge of BAS and PERSAL and other government transversal systems. Knowledge of PFMA, PPPFA, Treasury Regulations and Financial Instructions. Skills and Competencies Honest and open minded, Presentable/ Acceptable:

- Assertiveness: Communication and interpersonal skills. Accuracy and Attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Preparing and capturing of sundry and creditor payments. Ensure invoice are paid within 30 days. Prepare and process S&T and cell phone claims. Generate BAS reports. Proper filing of physical payments and receipts batches for audit purposes. Maintenance of all registers. Distribute payslips.
- ENQUIRIES** : Technical enquiries: Mr S Majola Tel No: (010) 494 8479
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 33/114** : **ADMINISTRATION CLERK (DCRS) REF NO: 2023/322/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division High Court: Pretoria
: Matric Certificate or equivalent qualification. The following will serve as an added advantage: Experience in general administration or Court related functions with regard to court recordings and/or case flow management. A valid driver's licence.
- DUTIES** : Prepare court before court proceedings to test and operate recording equipment. Perform digital recording of court proceedings and ensure the integrity of such documents. Provide administrative support in circuit courts. Collecting statistics. Provide administrative support in general on court performance and case flow management. Provide any other administrative support in performance duties in HR, finance and supply Chain as required by the Judiciary, Court Manager and Supervisor. Computer literacy (MS Office). Good communication (verbal and written) Good interpersonal skills Good problem solving skills. Accuracy and attention to detail. Ability to work under pressure. Customer service. Document management and operational knowledge of operating a DCRS/CRT machine.
- ENQUIRIES** : Technical enquiries: Ms PM Mahlangu Tel No: (012) 492 6759
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- POST 33/115** : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2023/323/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Division of The High Court: Johannesburg
: Matric Certificate or equivalent qualification. The following will serve as an added advantage: Relevant experience in Asset Management and Provisioning Administration/ Supply Chain Management. A valid driver's licence. Demonstrate a sound understanding of the PFMA, Treasury Regulations, PPFSA, Supply Chain Management guidelines and other related prescript. Knowledge of the Public Sector procurement process, rules and regulations. will be an added advantage. Skills and Competencies: Accuracy and Attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated.
- DUTIES** : Keep and update of all records on the asset register. Bar-code all newly acquired assets. Conduct quarterly assets and ensure that assets condition in the register matches the condition of its existence. Identify assets for disposal and facilitate the transfer thereof. Assist with reconciliation of the JYP assets register and BAS. Update records of leases on assets and maintain copies for audit purposes. Follow up on losses reported to Legal Liability and update assets register according to assets status. Facilitate the movements of assets. Update of inventory list and asset register. Compile daily, weekly, and monthly statistics. Handle external and internal enquiries. Assist with general office duties.
- ENQUIRIES** : Technical enquiries: Ms S Letlaka Tel No: (010) 494 8448
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515

- POST 33/116** : **ADMINISTRATION CLERK (DCRS) REF NO: 2023/324/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Eastern Cape Division of The High Court: Mthatha
 Matric Certificate or equivalent qualification. The following will serve as an added advantage: A minimum of one year work experience, appropriate general administration, a valid driver's licence. Willingness to travel (the person will be required to work/go out to circuit courts), court or digital court recording experience will serve as an added advantage. Skills and competencies: Excellent communication skills (verbal and written). Computer literacy. Numerical skills. Attention to detail. Planning, organizing and control. Problem solving and decision-making skills. Customer service orientated. Interpersonal skills. Conflict management. Strong work ethics. Professionalism. Ability to work under pressure and meeting of deadlines. Results driven. Honesty/Trustworthy. Observance of confidentiality.
- DUTIES** : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing.
- ENQUIRIES** : Technical Related Enquiries: Mr M Mhlontlo Tel No: (047) 504 5500
 HR Related Enquiries: Mr S Mponzo Tel No: (043) 726 5217
- POST 33/117** : **ADMINISTRATION CLERK: ASSET CONTROLLER REF NO: 2023/325/OCJ**
- SALARY** : R202 233 – R235 611 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : National Office: Midrand
 Matric Certificate. The following will serve as an added advantage: National Diploma in Finance or equivalent qualification at NQF level 6 with 360 credits as recognised by SAQA. A valid driver's license Experience in asset management; understanding of the PFMA, Treasury regulations: PPFA, Supply Chain management guidelines and other related prescripts; Accuracy and attention to detail; Computer literacy (MSOffice, Excel, Access and outlook); Proven Knowledge of LOGIS and BAS systems (Asset Management Functions); Strong analytical, administration as well as interpersonal skills; good communication skills (written and verbal); good administration and organising skills, good Interpersonal public relations skills, ability to work under pressure, independently and self-motivated. Willing to adopt work schedule in accordance with Office requirements.
- DUTIES** : Receive, barcode, capture all newly acquired assets in the asset register system. Ensure accuracy and completeness of all assets recorded on the assets register. Administer the maintenance and updating of departmental and leased asset register. Manage the movement/transfer of assets between officials /sections /Departments/Courts. Identify assets which are obsolete/redundant and are due for disposal. Perform monthly spot checks. Conduct quarterly and annual departmental & leased asset verification, report & investigate discrepancies. Assist external and internal auditors with the asset's verification process. Prepare BAS/Departmental and lease asset register reconciliation and ensure that non-reconciling items are promptly resolved on a monthly basis. Conduct ad-hoc analysis related to assets as requested by management. Provide clerical support services
- ENQUIRIES** : Technical Related Enquiries: Mr Karabo Mthethwa Tel No: (010) 493 2607
 HR Related Enquiries: Mr. A Khadambi at 064 614 9551
- POST 33/118** : **TYPIST REF NO: 2023/326/OCJ**
- SALARY** : R171 537 – R199 461 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Western Cape Division of The High Court: Cape Town
 Matric Certificate or equivalent qualification. Minimum proven typing speed of 35wpm, Prior experience as a typist in a legal environment, will be an added advantage. Shortlisted candidates will be required to pass a typing test. Skills

and Competencies: Excellent communication skills (verbal & written). Computer literacy (MS Office)Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Numerical skills, Attention to detail, Good timekeeping. Telephone etiquette, Ability to work in a team.

DUTIES

: Typing of court orders, appeals, reviews, reports, minutes, circulars, notice of set downs, pre-trial notices, witness statements, taxing master reports, affidavits, memorandums, J349 certificates, right of appearance certificates and apostilles/authentication certificates. Relief of administration personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administration duties.

ENQUIRIES

: Technical/HR Related Enquiries Ms M Baker Tel No: (021) 469 4000

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representivity will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representivity profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 16 October 2023, 15:45pm
- NOTE** : Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive CV with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates' will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Competency Assessment to determine their suitability for the post. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

- POST 33/119** : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: SSA: S/08/2023**
- SALARY** : R359 517 per annum (Level 08), plus benefits
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma (NQF6)/ Bachelor's Degree (NQF7) or equivalent qualification) with a major in Taxation and Financial Accounting up to third year level. A minimum of 2-5 years working experience in the Salary and PAYE Administration, Debtors Administration, Balance Reconciliation, and financial accounting environment. Extensive knowledge and experience (2-5 years) of BAS and PERSAL systems and the Standard Chart of Accounts (SCOA) including the public service and private sector. Knowledge and understanding of Public Finance Management Act (PFMA), Treasury Regulations and Financial Management. Knowledge of other Public Service procedures and prescripts applicable to your area of work. Must have a high level of computer literacy (Microsoft Excel and Word). Must have a high level of computer literacy (Microsoft Excel and Word). Should possess the following skills: Ability to interpret and apply financial policies; Ability to apply technical/ professional skills. Ability to accept responsibility, and produce good quality of work; Good communication skills (written and verbal). A Valid driver's license (with exception of disabled applicants).
- DUTIES** : The successful candidate will be responsible for the following: To oversee and authorise all salary related payment transactions on PERSAL and BAS Systems. Process local and foreign travel advances and claims on PERSAL. Clear all PERSAL exceptions. Reconcile and report on the state of salary related suspense accounts. Compile monthly PERSAL-BAS reconciliation. Oversee all SARS related PAYE matters and returns, including e-Filing reconciliation. Ensure that all Debtors are managed, reconciled and collected properly and make follow-ups where necessary. Ensure that payroll reports are

ENQUIRIES

distributed and certified correctly and timeous as regulated Control over filing and safe keeping of salary related documents. Supervise the work performance of subordinates.
Mr DJ Fabricius Tel No: (012) 352 1080

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : job@onlinecareerguidance.co.za. Only emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 02 October 2023 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Copies of qualifications (including Grade 12), Identity Document and driver's license (where required) must also be submitted. Should you be in possession of a foreign qualification(s) (this includes O and A level certificates, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The accompanying documents need not be certified, shortlisted candidates will be required to bring certified copies on or before the interviews. Applicants are advised that the old Z83, which was valid until 31 December 2020 will not be accepted. The new application for employment (Z83) form, which became effective on 1 January 2021 can be downloaded at www.dpsa.gov.za-vacancies. An application received using the old (Z83) form will not be considered. Applicants must be South African citizens or Permanent Residents. All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note that pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. 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 of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. NOTE: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

<u>POST 33/120</u>	:	<u>CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING REF NO: DSAC-01/09/2023</u>
<u>SALARY</u>	:	R1 371 558 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An Undergraduate Qualification (NQF level 7) as recognised by SAQA in Public Management and Administration/Social Science/Development Studies/Monitoring and Evaluation or any relevant qualification supported by public sector experience related to key performance areas below; A postgraduate qualification (NQF 8) will be an added advantage; Successful completion of a Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A valid driver's license; 5 years' experience at a Senior Management level in management of strategic planning, reporting, monitoring and evaluation, strategy and research as well as organisational planning and development; Knowledge of public sector governance principles and procedures for national and provincial departments including best practices in this arena; Knowledge of sport, cultural and creative industry sector and broader knowledge of the sector within which DSAC operates; Knowledge and understanding of policies, regulations that govern partnerships to support DSAC operations; Project management skills; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment; Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment.
<u>DUTIES</u>	:	The purpose of this post is to lead and coordinate the provision of support services relating to strategy and planning, statutory performance monitoring and reporting, as well as research and evaluation of policies, programmes, and projects to the Department of Sport, Arts and Culture; Facilitate and coordinate operational and strategic Planning processes- Coordinate and compile strategic and operational plans; Oversee the development and tabling of a DSAC 5-year Strategic Plan; Oversee the development and tabling of a DSAC Annual Performance Plan; Oversee the development and tabling of a DSAC Operational Plan; Oversee the development of the DSAC ENE Chapter; Oversee Monitoring and Evaluation of the Department-Oversee the development and submission of the departmental statutory quarterly performance reports to key stakeholders; Oversee the development and tabling of the departmental annual performance report to key stakeholders; Oversee the development and submission of an ENE Mid-Term report to National Treasury; Monitoring and evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders; Conduct institutional performance assessment and evaluation of the implementation of policies; Coordinate institutional performance assessment and performance evaluation; Coordinate and compile institutional performance and strategic report; Development and maintain of a rolling 3-year Evaluation Plan of the Department; Oversee the rollout of the annual evaluation programme of the Department; Managing and coordinating sector-specific research and departmental research agenda to support policy and management processes within the department; Facilitate knowledge and learning management processes; Manage and facilitate the development and implementation of Organisational Development and Change Management interventions-Coordinate development and review of organisational structure; Manage human resources and budget; Coordinate responses to audit and risk management and queries; Coordinate responses to parliamentary questions; Coordinate SP, APP, and Quarterly reports presentations to Committees of Parliament
<u>ENQUIRIES NOTE</u>	:	Ms M Tshikwatamba Tel No: (012) 441 3065 It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

<u>POST 33/121</u>	:	<u>DIRECTOR: SCHOOL SPORT SYSTEM AND DEVELOPMENT PROGRAMME REF NO: DSAC-02/09/2023</u>
<u>SALARY</u>	:	R1 162 200 per annum, an all-inclusive remuneration package, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; An Undergraduate Qualification (NQF level 7) as recognised by SAQA in Sport Management, Sport Science, Exercise Science or Physical Education or relevant qualification; A postgraduate qualification will be an added advantage; Successful completion of a Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A valid driver's license and willingness to travel; 5 years relevant experience at a Middle Management (Deputy Director level) /Senior Management level in the field of School Sport; Thorough knowledge of principles and procedures for sports management including best practices in this arena; Thorough knowledge of school sport within the broader sporting context; Knowledge and understanding of policies, regulations that govern the sport sector; Project management skills; Ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment; Must be able to handle confrontational situations with diplomacy; Ability to handle a high level of complexity as well as high work volumes within the work environment.
<u>DUTIES</u>	:	The purpose of this post is to provide strategic leadership pertaining to programmes in order to increase the number of participants in sport and recreation activities in schools; Establish and identify strategic priorities for increasing involvement in sport and recreation in schools; Managing the programmes to increase participation in sport and recreation in schools including process management and work design; Set Departmental targets regarding increasing participation in sport and recreation, to monitor and report progress in achieving these targets, and to maintain an overview of Departmental performance in these areas; Identify opportunities for systems improvement: increased cross-functional and inter-group collaboration and co-ordination, and the free flow of information and ideas, and design and lead interventions to achieve these; Ensure that participation is extended to include those with disabilities, the previously disadvantaged and women; Liaise between Departments in order to ensure an integrated approach to mass participation; Ensure integration of service delivery / planning; Monitor existing school sport participation programmes; Responsible for planning and organizing the activities of the Directorate to ensure optimum service delivery as well as staff development, evaluations, feedback, discipline, and on-going coaching; Manage and monitor the budget allocated to the directorate including the Conditional Grant Allocation to provinces as per the approved Grant Framework; Coordinate the input of the programme into the institutional reporting forums like Risk Management, Audit, Monitoring and Evaluation, Audit Action Plan, Parliamentary Committees
<u>ENQUIRIES NOTE</u>	:	Mr T Thebehae Tel No: (012) 441 3132 It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

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** : 02 October 2023
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). 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 two experienced, dynamic leaders, 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>. The two available DDG posts are for the Heads of the branches of Competition Policy and Economy Planning (CP&EP) and Spatial Industrial Development and Economic Transformation (SID&ET). DDGs oversee the strategic management of the Branch and its resources. The position of DDG is an executive management position and will be required to take on additional responsibilities beyond their programme of assignment, including assisting in strategic projects being assigned to lead other branches as needed particularly considering that the department is currently reviewing its organizational structure to ensure that it is fit for purpose and that human resources are optimally utilised.

MANAGEMENT ECHELON

- POST 33/122** : **DEPUTY DIRECTOR – GENERAL REF NO: CP&EP-001**
These positions were previously advertised, however applicants who previous applied are requested to re-apply should they wish to be considered.
- SALARY** : R1 663 581 per annum (Level 15), all-inclusive remuneration package ranges
- CENTRE** : Pretoria
- REQUIREMENTS** : 8-10 years relevant Senior / Executive Management experience in the private sector or government; An undergraduate and post graduate (NQF Level 8) qualification in Economics / Finance / Business Admin / Public Management or related field. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep 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 Competition Policy and Economic Planning (CP&EP) branch oversees the coordination of Government's competition policy. Under the direction of the Minister, the branch guides the direction of competition policy, enables the positive public interest impact of mergers and acquisitions, follow-ups on market enquiries on the structure of concentrated sectors, and provides oversight to the work of the Competition Commission and Competition Tribunal. The branch is also charged with matters relating to the social economy and broad-based empowerment. Potential job priorities could include supporting the development of Black Industrialists, driving the implementation of Broad-Based Black Economic Empowerment policies and providing oversight to the B-BBEE Commission.

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

POST 33/123 : **DEPUTY DIRECTOR – GENERAL REF NO: SID&ET-001**
These positions were previously advertised, however applicants who previous applied are requested to re-apply should they wish to be considered.

SALARY : R1 663 581 per annum (Level 15), all-inclusive remuneration package ranges
CENTRE : Pretoria
REQUIREMENTS : 8-10 years relevant Senior / Executive Management experience in the private sector or government; An undergraduate and post graduate (NQF Level 8) qualification in Economics / Finance / Business Admin / Public Management or related field. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep 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 Spatial Industrial Development and Economic Transformation (SID&ET) branch oversees the Department's spatial policy interventions and leads on key transformation initiatives. The branch is charged with providing strategic support to South Africa's network of Special Economic Zones and Industrial Parks, supporting the development of Black Industrialists, and driving the implementation of Broad-Based Black Economic Empowerment policies. The branch is also charged with contributing to national policy coordination efforts through the District Development Model, and with providing oversight to the B-BBEE Commission. Potential job priorities could include oversight of foreign direct investment flows and domestic investment by providing a one-stop shop for investment promotion, investor facilitation and after care.

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

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.

<u>APPLICATIONS</u>	:	Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria
<u>FOR ATTENTION</u>	:	Recruitment Unit. Room 4034.
<u>CLOSING DATE</u>	:	20 October 2023
<u>NOTE</u>	:	Applications must be accompanied by a completed new Z83 form, obtainable from any Public Service Department, (or obtainable at www.gov.za). Applicants must fill in full new Z83 form part A, B, C, 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 (NSG) 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: http://www.thensg.gov.za/training-course/sms-pre-entry-programme/ . The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

MANAGEMENT ECHELON

<u>POST 33/124</u>	:	<u>CHIEF DIRECTOR: ROAD ENGINEERING STANDARDS REF NO: DOT/HRM/2023/68</u> Branch: Road Transport Chief Directorate: Road Engineering Standards
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate NQF level 7 qualification as recognised by SAQA in Civil Engineering with 6 years working experience in the Road Infrastructure Development and Management within the Built environment of which 5 years must be at a senior management level. Registered with ECSA as a Professional Engineer or Engineering Technologist will be an added advantage. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skill: 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. Budgeting, financial management and economic skills. Communication: Verbal & Written communication - English - above average - Governance related to information.

DUTIES : Undertake research, coordinate the development and updating of technical norms, standards, guidelines and the best practice. Coordinate the development of an asset management systems for road infrastructure in compliance with GIAMA and related asset management requirements. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the resources of the Chief Directorate.

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

POST 33/125 : **DIRECTOR: PARLIAMENTARY SERVICE AND STRATEGIC SUPPORT**
REF NO: DOT/HRM/2023/69
 Branch: Administration (Office of the Director-General)
 Chief Directorate: Office of the Director-General
 Directorate: Parliamentary Service and Strategic Support

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs

CENTRE : Pretoria / Cape Town
REQUIREMENTS : An undergraduate NQF Level 7 qualification as recognised by SAQA in Political Science Law / Public Management / Business Administration / Communication / Strategic Management with 6 -10 years' experience in government's integrated governance system of which a minimum of 5 years' experience must be at a middle management level. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skills: Knowledge and experience of Parliamentary & legislative processes. Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio. Knowledge and experience of the Government Cluster System. Knowledge and experience of strategic management processes in government. Political awareness and familiarity with broad lines of government policy. Ability to liaise effectively with senior government officials and politicians. Excellent writing and editing skills. Compilation of management reports. Communication: Verbal & Written communication - English - above average. Governance related to information.

DUTIES : Manage, coordinate and facilitate the flow of information and documentation within the Office of the Director-General. Manage Parliamentary processes. Provide an efficient and effective support system in the Office of the Director-General Manage the resources of the Directorate.

ENQUIRIES : Ms Fikile Nhangombe Tel No: (012) 309 3514
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 33/126 : **DEPUTY DIRECTOR: ROAD INFRASTRUCTURE MANAGEMENT REF NO:**
DOT/HRM/2023/74
 Branch: Road Transport
 Chief Directorate: Road Infrastructure & Industry Development
 Directorate: Road Infrastructure Planning
 Sub Directorate: Road Infrastructure Management

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

CENTRE : Pretoria
REQUIREMENTS : An undergraduate NQF Level 6 qualification as recognized by SAQA in Civil Engineering, with 3 years of relevant experience at a Junior management or

		Assistant Director level in road and site construction management. Knowledge and skill: Knowledge and understanding of the National Land Transport Act. Knowledge and understanding of the Committee of Transport Officials (COTO) manuals. Sound knowledge of the Public Finance Management Act (PFMA), Division of Revenue Act (DORA) and the Treasury regulations. Computer literate (Design & GIS). Project Management skills. Analytical and problem-solving skills. Supervisory skills. Communication- Verbal & Written communication: English - above average - Computer literacy. Governance related to information.
<u>DUTIES</u>	:	Develop Road Management Strategies for the Six Different Classes of Roads as per Road Infrastructure Strategic Framework for South Africa (R.I.S.F.S.A.) Reclassification. Ensure Implementation of Best Practice Delivery Models for Roads. Develop and facilitate Detailed Project Planning for Nationally Driven Road Projects. Manage the handling of enquires and dealing with road infrastructure queries. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Whitey Maphakela Tel No: (012) 309 3519
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 33/127</u>	:	<u>ASSISTANT DIRECTOR: RAIL INFRASTRUCTURE REF NO: DOT/HRM/2023/70</u> Branch: Rail Transport Chief Directorate: Rail Infrastructure and Industry Development Directorate: Rail Infrastructure Development Sub Directorate: Rail Infrastructure
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 qualification in Transport Planning / Transport Management / Transport Economics / Built Environment / Civil Engineering with 3 years' experience at a practitioner level in a transport environment. knowledge and skill: An understanding of Intergovernmental relations. An understanding of the transport sector and or rail industry. Transport planning and project management background. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy. Communication: Verbal & Written communication - English - above average - Governance related to information.
<u>DUTIES</u>	:	Coordinate the rail planning in the context of institutional arrangements and governance structures. Coordinate information and data pertaining to rail planning and infrastructure. Provide support in the integrated transport planning, land use and urban planning. Promote the development of rail infrastructure in relation to government priorities and objectives. Perform general financial and administration duties.
<u>ENQUIRIES</u>	:	Ms Keitumetse Matlapeng Tel No: (012) 309 3622
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male and persons with disabilities are encouraged to apply for the position.
<u>POST 33/128</u>	:	<u>SENIOR INTERNATIONAL LIAISON OFFICER: MULTILATERAL COORDINATION REF NO: DOT/HRM/2023/71</u> Branch: Corporate Services Chief Directorate: International Relations Directorate: Multilateral Coordination
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 qualification in International Relations / Political Science / Social Sciences with 2-3 years' experience in International Relations field. Knowledge and skills: Knowledge of South African Foreign policy. Knowledge of transport sector and its role in the international stage. Communications skills Presentation skills. Communication: Verbal - Report writing.
<u>DUTIES</u>	:	Gather relevant Information from stakeholders and line function. Provide support with the coordination of International Transport Matters. Provide support prior and during international meetings. Collect transport information

		for discussion during international visits to the Minister. Provide general administration support as required.
<u>ENQUIRIES NOTE</u>	:	Mr Vincent Makhoba Tel No: (012) 309 3300
	:	Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 33/129</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS ASSISTANT REF NO: DOT/HRM/2023/75</u>
		Branch: Corporate Services
		Chief Directorate: Human Resources Management and Development
		Directorate: EHW, Organisational Development and Change Management
		Sub-Directorate: Employee Health and Wellness
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06)
	:	Pretoria
	:	An appropriate NQF level 6 in Social Work/ Humanities/ Industrial Psychology with 1 year relevant working experience in the employee health and wellness field. knowledge and skill: Knowledge and understanding of the employee health and wellness policies and prescripts. Communication (Verbal and Written). Negotiation skills Liaison skills. Computer Literacy. Basic Project Management. Basic Financial Recording Skills. Stakeholder Relations and Management. Proven Office Administration Experience.
<u>DUTIES</u>	:	Implement HIV & AIDS and TB management policy and programmes. Conduct marketing and promotion of employee health and wellness programmes / issues. Participate and provide input in the coordination of the HIV and AIDS, STI & TB Strategy for the Transport Sector. Implement employee health and wellness programme policies and strategies.
<u>ENQUIRIES NOTE</u>	:	Ms Pheagane Modipane Tel No: (012) 309 3625
	:	Preference will be given to African Male, Coloured Female, Indian Male/Female, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 33/130</u>	:	<u>PAYMENT CLERK: OFFICE SUPPORT REF NO: DOT/HRM/2023/72</u>
		Branch: Corporate Services
		Chief Directorate: Corporate Management Services
		Directorate: Travel and Facilities Management
		Sub-directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05)
	:	Pretoria
	:	Grade 12 certificate with no experience. Knowledge and skill: Administrative skills. Good Communication skills (verbal & written). Financial and numerical skills. Computer skills. Organising skills. Understanding of Public Sector.
<u>DUTIES</u>	:	Reconciliation of voice and data contact payments. Prepare payments for accounts. Validate Payments. Preparation of over limit recoveries.
<u>ENQUIRIES NOTE</u>	:	Ms Kobela Molosi Tel No: (012) 309 3464
	:	Preference will be given to African Female, Coloured Male / Female, Indian Male/Female, White Male / Female and persons with disabilities are encouraged to apply for the position.
<u>POST 33/131</u>	:	<u>ADMINISTRATIVE CLERK: OFFICE SUPPORT REF NO: DOT/HRM/2023/73</u>
		Branch: Corporate Services
		Chief Directorate: Corporate Management Services
		Directorate: Travel and Facilities Management
		Sub-directorate: Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05)
	:	Pretoria
	:	Grade 12 certificate with no experience. Knowledge and skill: Administrative skills. Good Communication skills (verbal & written). Financial and numerical skills. Computer skills. Organising skills. Understanding of Public Sector.
<u>DUTIES</u>	:	Provide the procurement and administration of data cards contracts. Render the procurement and administration of cell phones (voice lines) contracts. Keep registers on cell-phones updated and attend user requests. Provide loss control service.

ENQUIRIES
NOTE

- : Ms Kobela Moloisi Tel No: (012) 309 3464
- : Preference will be given to African Female, Coloured Male/Female, Indian Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.

DEPARTMENT OF WATER AND SANITATION

- CLOSING DATE** : 02 October 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, driver's 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 driver's license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or emailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

- POST 33/132** : **CHIEF ENGINEER GRADE A REF NO: 021023/01**
Branch: Infrastructure Management: Central Operation
- SALARY** : R1 146 540 per annum, (all-inclusive OSD salary package)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : An Engineering degree (B Eng or BSC Eng) or relevant qualification. Six (6) years post-qualification experience. The disclosure of a valid unexpired driver's licence. Compulsory registration with ECSA as a Professional Engineer. Experience in program and project management. Knowledge and skills in maintenance. Knowledge in Engineering design and analysis Understanding of research and development. Excellent computer-aided engineering applications. Technical consulting. Engineering and professional judgment and responsiveness. Good communication skills both (verbal and written). Planning and organizing, financial, people, conflict, change management, and negotiation skills. Team leader and decision maker.
- DUTIES** : Manage the area office in the Central Operations Directorate. Implementation of Water Resource, Infrastructure operation, Medium-to-long-term plans to ensure the continuation of service delivery. Short-term plan to schedule tasks for efficient operations and maintenance. Effective dam safety practices and emergency preparedness plans. Emergency plans for any emergency that may jeopardize lives and equipment in the area office. Maintenance and betterment plans, including general maintenance and related facilities. Provide leadership

as well as be responsible for facilities for financial management and corporate support in the Cluster Office. Prepare and manage the Area office budget. Manage and control state-owned land and facilities related to water resource infrastructure. Ensure monitoring and evaluation of Cluster Office activities as well as reporting thereon. Manage administration and technical staff. Promote good stakeholder relations and ensure a customer-focused service delivery related to water resources.

ENQUIRIES : Ms. N Ndumo Tel No: (012) 741 7302
APPLICATIONS : Central Operation (Bloemfontein): 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 : Planning, Recruitment and Selection Unit

POST 33/133 : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS (SHARED WATERCOURSES) REF NO: 021023/02**
 Branch: Provincial Coordination and International Cooperation

SALARY : R958 824 per annum (Level 12)
CENTRE : Pretoria Head Office
REQUIREMENTS : Degree in Human Sciences or relevant qualifications. Three (3) to Six (6) years management experience and knowledge of International Relations / Multilateral Relations / Trilateral Relations / Bilateral Relations. The disclosure of a valid unexpired driver's license Knowledge and understanding of international politics and difference between multilaterals and bilateral agreements and the processes of developing them. Knowledge of developing policies and its procedures. Reports writing and project management knowledge and knowledge of research. Public Finance Management Act (PFMA). Knowledge of multilateral management issues. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative, clerical procedures and systems. Knowledge of departmental policies and procedures. Knowledge of Governmental financial systems, learning and teaching procedures and techniques. Framework for managing performance information. Knowledge of implementing policies of PMDS. Problems solving and Analysis, People and diversity, and management. Client Orientation and Customer focus. Good communication skills both verbal and written. Accountability and Ethical conduct, Willingness to travel locally and internationally.

DUTIES : Develop regional and international cooperation of multilateral agreements. Facilitate dialogue between cooperating countries and UN agencies on water programs. Provide a conducive platform for the exchange of information and observation networks on water issues. Monitor strategies for the management of water resources during drought and floods in African States. Provide advice on the impact of relevant programmes with reference to impact on Departmental priorities. Support mechanism that will promote practices in water policy reform. Facilitate the development of strategic policies and strategies relating to the water crisis in Africa. Identify Government priorities such as poverty alleviation. Identify opportunities and manage strategic partnerships with local and international stakeholders. Develop communication systems to liaise with stakeholders. Facilitate the preparation of programs and budgets for approval. Coordinate the implementation of funded and strategic programmes and projects. Follow up on global trends in relation to the management of water resources. Provide advice and information on socio-economic factors that impact on the management of water resources. Liaise with stakeholders to ensure that programmes are funded. Facilitate the participation of African countries in the advancement of socio – economic development. Conduct research and report findings and recommendations that advance the objectives of the Department. Gather relevant information for research purposes. Provide advice on the best practice to conduct research. Inform managers on how to employ new technologies on the water programmes. Provide protocol service for local and international stakeholders, strengthen relations with Shared Watercourses and Riparian States in support of the SADC and African Agenda. Drafting of submissions, briefing notes and speeches when required.

ENQUIRIES : Mr. T Tlala Tel No: (012) 336 6632

- APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- POST 33/134** : **SCIENTIST PRODUCTION GRADE A - C REF NO: 021023/03**
Branch: Water Resources Management
Dir: Ground Water Reserve Requirements
- SALARY** : R687 879 – R1 035 084 per annum, (all-inclusive OSD salary package), (offer will be based on proven years of experience)
- CENTRE** : Pretoria Head Office
- REQUIREMENTS** : Science degree (BSc) (Hon) in Geohydrology / Earth Science or relevant qualification. Compulsory registration with the South African Council of Natural Scientific Professions (SACNASP) as a professional Natural Scientist. Three (3) years post qualification natural scientific experience related to protection of water resources. The disclosure of a valid unexpired driver's license. Knowledge of geohydrology, hydrology, water quality, geochemistry, and chemistry as major subjects would be ideal. Good knowledge of the National Water Act and relevant environmental management legislation and policies. Sound knowledge towards integration with other sciences (e.g., hydrology, geology, and related geoscience practices, etc), into integrated water resources management and protection. Good interpersonal skills, project, financial management practices, skills, and experience. Excellent communication skills both (verbal and written). Demonstrate to be innovative. Computer literacy in groundwater related applications including GIS. Ability to interpret data and results. Willingness to travel.
- DUTIES** : Determining the groundwater components of the Reserve for water resources in the country. Review and recommend scientific projects. Monitor progress on the implementation of projects related to water resources protection. Production of Reserve Maps. Assessing line function water resources managers in the implementation of water resources protection requirements. Assessing with the development of strategies, procedures, and guidelines in support of Reserve determination of groundwater resources and providing technical service with regards to water resources protection to the Department of Water and Sanitation as part of the Chief Directorate: Water Ecosystems Management.
- ENQUIRIES** : Mr. Y Atwaru Tel No: (012) 336 7816
- APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit
- POST 33/135** : **GISC PROFESSIONAL GRADE A REF NO: 021023/04**
Branch: Provincial Coordination and International Coordination: Northern Cape SD: Water Resource Data Management
(Re-advertisement applicants who previously applied are encouraged to re-apply)
- SALARY** : R687 879 per annum, (all-inclusive OSD salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : 4-year bachelor's degree in (GISc) (NQF Level 7) or relevant qualification. Three (3) years post qualification (GISc) professional experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with South African Geomatic Council (SAGC) as a (GISc) professional on appointment. Knowledge of programme and project management. Understanding of financial management and other policies. Knowledge of (GISc), legal and operational compliance. Knowledge of spatial modelling design and analysis. Problem solving and analysis. Good communication skills both (verbal and written).
- DUTIES** : Provide GISc to support institutional decision-making. Plan coordinate and facilitate GISc project activities. Execute mapping for internal and external clients. Undertake the system requirements analysis. Conduct the cost benefit analysis and execute the functional requirement analysis. Manage and supervise benchmarking. Develop the conceptual database design. Execute

high level user requirement analysis and develop processing model and workflow diagram. Develop and implement spatial and other standards. Determine capacity requirements. Policy making and institutional guidance. Identify and understand underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modelling for institutional strategic guidance. Develop and evaluate alternative strategic solutions and recommend the best possible policy direction. Research, identify, investigate, and evaluate new technologies and advise on research viability and feasibility. Undertake environmental scanning to understand the problems in the GISc industry and advise. Develop an appropriate plan to respond to the research problem. Compile reports and make relevant proposals. Participate and liaise with relevant bodies and council on GISc matters. Manage human resources requirements. Draft Tender documents and terms of reference. Draft service level agreements. Determine project cost and quality level. Develop contingency plans. Adhere to financial legislation and regulations. Review and monitor budget to ensure that the required financial procedures are adhered to.

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

FOR ATTENTION : Ms. C Du Plessis

POST 33/136 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: 021023/05**
 Branch: Provincial Coordination and International Cooperation: Northern Cape
 SD: Water Service Planning Support
 (Re-advertisement applicants who previously applied are encouraged to re-apply)

SALARY : R499 275 per annum, (OSD)
CENTRE : Kimberley
REQUIREMENTS : A National Diploma in Engineering or relevant Engineering qualification. Six (6) years post qualification in technical Engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as an Engineering Technician. The disclosure of a valid driver's license. Knowledge of project management, technical design, and analysis. Knowledge and understanding of research and development. Knowledge and experience in Computer-aided engineering applications. Knowledge of legal compliance and technical report writing. Good communication skills both (verbal and written), conflict management and negotiation skills. Problem solving and analysis, decision making, teamwork, creativity, financial management, people management, customer focus, responsiveness, planning and organizing.

DUTIES : Manage technical services and support in conjunction with Engineers, Technologist and associates in the field, workshop, and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize / make recommendations for approval by the relevant authority. Manage administrative, human resource and related functions. Provide inputs into the budgeting process, operational plan, procurement plan and related matters. Compile and submit reports as required. Attend to Risk and Disaster Management matters. Research and development through continuous professional development to keep up with new technologies and procedures. Provide mentorship and supervision of personnel. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Must be prepared to work away from the office and travel extensively for extended periods of time.

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

FOR ATTENTION : Ms C Du Plessis

POST 33/137 : **ASSISTANT DIRECTOR: ICT CLOUD AND INFRASTRUCTURE REF NO: 021023/06**
Branch: Corporate Support Services
SD: Cloud and Infrastructure Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria Head Office
: A National Diploma or Degree in Information and Communication Technology qualification. Three (3) to five (5) years' experience in networking. Certificate in Cloud Networking. Information Technology Infrastructure Library (ITIL) certification. HP/ARUBA network and/or CCNA certificates will be an added advantage. The disclosure of a valid unexpired driver's license. Knowledge of Hybrid cloud computing. Understanding of Government legislation. Knowledge of IT regulations, practice notes, circulars, and policy frameworks. Knowledge of contract management, strategic sourcing, and customer relations. Knowledge and understanding of the Public Service Act and Regulations, Treasury Regulations, PFMA and financial management. Knowledge and understanding of techniques and procedures for the planning and execution of IT operations. Knowledge and understanding of programme, project, and relationship management. Problem solving and analysis. People and diversity management.

DUTIES : Ensure the implementation of ICT Operational plans within network environment and IT Operations. Ensure the provisioning and managing of network environment in the Department. Ensure network configuration and installation of WAN and LAN. Maintaining of the existing WAN and LAN infrastructure (Routers and Switches). Provide user support, network management and network monitoring. WAN and LAN research, planning, design, and implementation. Provide cloud network support and administration. Ensure the implementation of operational plans that includes service delivery management and performance measurement. Define, implement, and ensure compliance for ICT operations. Compile monthly reports and manage the relevant ICT SLA's. Establish and maintain ICT Project Management capability and mechanism for compliance. Develop specifications for procurement. Ensure compliance to the PFMA. Research the best practices in ICT Service Management and Operations. Develop policies and procedures. Facilitate the implementation of policies and procedure or any other duties as assigned.

ENQUIRIES APPLICATIONS : Mr. LCS Manqele Tel No: (012) 336 6718/8394
: Pretoria (Head Office): 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 : Planning, Recruitment and Selection Unit

POST 33/138 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 021023/07**
Branch: Provincial Coordination and International Cooperation: Northern Cape

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Kimberly
: A relevant tertiary qualification in Financial Management at NQF Level 7. Three (3) years' experience at supervisory level. The disclosure of a valid unexpired driver's license. Knowledge of Public Finance Management Act, Treasury Regulations and other financial guidelines and procedures. Practical knowledge of government financial systems. Good communication skills both (verbal and written). Computer literacy. Good problem solving and analytical skills, People, and diversity management. Client orientation and customer focus. Accountability and Ethical conduct.

DUTIES : Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Oversee the identification and accurate recording of debts owed to the department. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Quality

assurance al payroll transactions. Authorise reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance and verification of transactions on BAS/LOGIS. Ensure that expenditure is in line with budget and item provisioning. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation (ensure that service providers are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Authorise the payment of transfers and subsidies processed on the accounting system. Oversee the processing of information to determine expenditure against budget. Ensure the safeguarding of all source documents. General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees about 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. Develop, implement, and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. MJ Ramoshaba Tel No: (053) 830 8800
APPLICATIONS : Northern Cape (Kimberly): Please forward your application quoting the relevant reference number to The Provincial Head, Department of Waste and Sanitation, Private Bag X6101, Kimberly ,8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301.

FOR ATTENTION : Ms C Du Plessis

POST 33/139 : **INFORMATION TECHNOLOGY TECHNICIAN IT REF NO: 021023/08**
 Branch: Infrastructure Management: Central Operation
 Div: Management Services

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Degree in Information Technology. Certifications in the following will be advantageous: Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE), A+ and Network+. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010; 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (PERSAL; BAS; and LOGIS) and ITIL will serve as an added advantage. Knowledge of DWS Asset and Supply Chain Management will be an added advantage. The disclosure of a valid unexpired driver's licence and be willing to travel to various remote sites and offices. Knowledge of the access to Information Act. Knowledge and experience of information technology development and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge and understanding of PFMA and departmental policies and procedures. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Ms Excel and MS Power Point). Ability to work under pressure. Good communication skills both (verbal and written). Exposure to different business application platforms.

DUTIES : Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software and network connectivity. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripherals on their stations including driver installation. Provision of necessary training in operational use of equipment. Ensure that all IT policies, norms, and standards are enforced. Rolling out of new software on computer equipment as prescribed by office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware and software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use of or replacement of equipment/software. Investigate equipment/software capabilities.

Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In case of equipment with memory capabilities-ensure all data is permanently removed from devices. Executing client installations of Transversal systems (PERSAL, SAP, BAS, LOGIS) and ensure software connectivity. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-ups for all the available servers. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.

- ENQUIRIES** : Mr. TG Dilima Tel No: (012) 741 7344
- APPLICATIONS** : Central Operations. Please forward your applications quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X 273, Pretoria, 0001 or hand deliver at Praetor Forum Building, 1st Floor Reception, 267 Lillian Ngoyi Street, Pretoria, 0001.
- FOR ATTENTION** : Mr KL Manganyi
- POST 33/140** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A - C REF NO: 021023/09**
Branch: Infrastructure Management: Central Operation
Div: Mech/Elec Engineering
- SALARY** : R353 013 – R531 117 per annum, (all-inclusive OSD packages), (offer will be based on proven years of experience)
- CENTRE** : Free State
- REQUIREMENTS** : A National Diploma in Engineering: Mechanical or relevant qualification. Three (3) years post qualification Engineering Technician experience required. The disclosure of a valid unexpired driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge of programme and project management. Knowledge of technical design and analyses of dams. Significant dam engineering experience related to design, construction, management, operation, maintenance, and safety of dams with a safety risk. Knowledge of the water sector and relevant legislation (including but not limited to the Chapter 4 and Chapter 12 of National Water Act (NWA, Act No. 36 of 1998) and the Dam Safety Regulations published in Government Notice R. 139 of 24 February 2012). Understanding of research and development. Knowledge computer-aided engineering applications including relevant computer software. Technical report writing, networking, and professional judgement. Problem solving and analysis, decision making, team leadership, creativity, self-management, customer focus and responsiveness. Sound interpersonal and leadership skills. Strong verbal and written communication skills. Planning, organizing and people management. Willingness to travel throughout South Africa for the execution of some duties.
- DUTIES** : Render technical services and support. Provide inputs in engineering drawings, research, design, manufacturing, operations and maintenance to the Area Offices and Scheme Offices. Assist Control Engineering Technicians and associates in the field, workshop and technical office activities and appraisals for technical reports, Business and Demand Plans. Monitor the implementation of Government Water Resource Schemes projects through conducting site inspections, site meetings, compilation, and submission of progress reports. Development of Condition Assessment and Mechanical Maintenance Inspection Address breakdowns and perform fault findings. Optimize the life cycle of equipment. Initiate maintenance / refurbishment projects. Technical support for Dam Safety Rehabilitation Projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Evaluate technical designs and engineering drawings with specifications complete with bill of quantities and submit for approval by the relevant authority. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit monthly and quarterly expenditure reports as required. Evaluation of quotations and proposals together with verifying and

certifying invoices for payment from contractors and Public Service Providers. Execute cost analysis and feasibility studies for new and refurbished equipment. Maintain proper records and documentation for all projects to enable a clean audit. Provide and consolidate inputs to the technical / engineering operational plan. Develop, implement, and maintain databases. Supervise technical personnel and control strategic assets.

ENQUIRIES : Mr. HS van der Westhuizen Tel No: (051) 405 9000
APPLICATIONS : Central Operation (Free State): Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver to Bloem Plaza Building, second floor, Corner Charlotte Maxeke & East Burger Street, Bloemfontein.

FOR ATTENTION : Ms NSM Maloka

POST 33/141 : **CHIEF SECURITY OFFICER REF NO: 021023/10**
Branch: Infrastructure Management: Central Operation National Key Point

SALARY : R294 321 per annum (Level 07)
CENTRE : Vaal Dam
REQUIREMENTS : A Senior / Grade 12 certificate, Security Grade A Certificate, and valid PSIRA registration. Accredited National Key Point (NKP) Certificate. A Security related National Diploma or Degree will serve as an added advantage. Three (3) to five (5) years' experience in a security environment. SAPS Firearm Competency certificate for Rifle, Shotgun and Pistol. The disclosure of a valid unexpired driver's license. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, Protection of Information Act, etc. Knowledge and experience of emergency procedures. Knowledge of Health and Safety. Sound knowledge, interpretation, and application of security code of conduct, security legislations and directives. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving, ability to handle conflict and excellent report writing skills. Work under pressure, willingness to travel throughout the region and work extended hours. Willing to undergo security clearance.

DUTIES : Align and implement security policies and regulations. Ensure firearm regulation is implemented accordingly. Coordination of training on firearms as to ensure competency. Implement emergency contingency and procedures. Conduct site inspections on official residence and offices. Safeguard Departmental assets. Conduct security awareness. Manage the total physical security at the area offices and National Key Point (NKP). Ensure the safe custody and protection of officials, assets and information through the implementation and adherence to the MISS/MPSS. Maintain and implement physical security measures to minimize risks. Monitor and inspect security control registers. Inspections of all installations of all buildings and advise management of all risks. Investigate all incidents that have occurred in the offices and liaise with relevant stakeholders. Develop and implement the contingency and disaster recovery plan in terms of the relevant legislation. Liaise with National Intelligence Agency (NIA), South African Police Services (SAPS), other security agencies and DWS National Security Manager. Manage private security service provider's contracts. Provide operational and administrative assistance about security activities, forums, trainings, vetting, risk assessments and security reports. Manage and evaluate staff performance on an on-going basis. Conduct investigations where necessary.

ENQUIRIES : Mr. Charles Mokone Tel No: (016) 371 3034
APPLICATIONS : Central Operation (Vaal Dam) Please forward your application quoting the relevant reference number to The Department of Water and Sanitation, Private Bag X02, Deneysville, 1932 or hand deliver to Vaal Dam Plot 1 Mackenzie Street Deneysville 1932.

FOR ATTENTION : Simon Mbongo/ Madzivhadela

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

APPLICATIONS

- : Additional Note: Applicants must make use of the e-Recruitment system when applying for Chief Executive Officer and Programme Manager (Subject Specialist) Community- PN D4 posts, Link: <https://erecruitment.ecotp.gov.za/> Applications directed to the addresses as indicated below or Hand Delivery as indicated below:
- St Patricks Hospital** - Post to: Human Resource Office, St Patricks Hospital Private Bag X 531, Bizana 4800 or Hand Delivery to St Patricks Hospital Bizana. Enquiries: Ms Gxaweni; Tel No: (039) 251 0236
- Grey Hospital** - Post to: HR Office, Private Bag X0043, King William's Town, 5600 or hand deliver to: HR Office, Grey Hospital, Eales Street, King Williams Town, 5600. Enquiries: Ms Phillips Tel No: (043) 643 3300
- Amathole District Office** - Post to: HR Office, Amathole District Office, Private Bag X 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.
- Empilisweni Hospital** - Post to: Human Resource Office, Empilisweni Hospital, P/bag X5029, Sterkspruit, 9762 or Hand delivery: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr. S.L Bosholo – Tel no: 051 611 0259/078 530 7136.
- Maclear Hospital** - Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028. Enquiries: Mr. S.L Bosholo – Tel no: 051 611 0259/078 530 7136.
- Madzikane Ka Zulu Hospital** - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12
- Cala Hospital** - Post to: Human Resource Office, Private Bag X516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel no: 047 874 8000
- Alfred Nzo District Office** - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr. Praim Tel no 0397976070.
- Sipetu Hospital** - Post to: Human Resource Office Sipetu Hospital P/Bag X9005, Tabankulu, 5090. Enquiries: Ms L Mahlati Tel: 039 255 0077
- Settlers Hospital** - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel no 046 602 5046.
- Tafalofefe Hospital** – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Mr Bongani Tel no 047 498 8900.
- Sarah Baartman District Office** - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509
- Umzimvubu Sub District** - Post: Human Resource Office, Umzimvubu Sub District, Private Bag X3515, Kokstad 4800 Enquiries: Mr. Magadla Tel no 039 727 2090.
- Senqu Sub-District** - Post to: Human Resource Office, Sengu Subdistrict, Private Bag X5009, Sterkspruit, 9762 or hand delivery: HR Office, Sengu Sub-district, Bensonvale Collage. Enquiries: Tel no: 051 633 9617/0781161958
- Alfred Nzo District Office** - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr. Praim Tel no 0397976070.
- Nelson Mandela Metro Office** - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041391 8164.

Mthatha Regional Hospital - Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital. Enquiries: Ms Mkhosi Tel no 047 502 4143/4008

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

Kouga Sub District - Post to: The Human Resource Office, Kouga Sub District, P.O. Box 1154, Humansdorp, or Hand Delivered to Room 131 Ground floor, Kouga Sub District Office Humansdorp, 6300. Enquiries: Mrs Phillips Tel no 042 200 4214.

Midlands Hospital - Post to: The Human Resource Office, Midlands Hospital, P/ Bag X 696, Graaf-Reinet, 6280. or Hand Deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M. Human Tel no 049 807 7739

Port Alfred Hospital -Post to HR Office, Alfred Hospital, Private Bag x227, Port Alfred, 6170 or Hand Deliver to HR Office, Southwell Road, Port Alfred, 6170. Enquiries: Ms L Raco Tel No 046 604 4000

PE Pharmaceutical Depot: Post to: HR Office PE Pharmaceutical Depot Private Bag x6033 Struandale Port Elizabeth 6000 or Hand deliver to: HR Office PE Pharmaceutical Depot 1104 Struandale Port Elizabeth 6000. Enquiries: Ms U Xwayi Tel 041 406 9831.

Makana Sub-District Office, 49 Beaufort Street, Grahamstown or posted for the attention of Human Resource Office: Private Bag x1023, Grahamstown, 6140 Enquiries: Ms. Qaleni Tel: 046 622 4901

Willowmore Hospital - Post to: The Human Resource Office, Willowmore Hospital, Private Bag X 239, Willowmore, 6445. Enquiries: Ms R Schutte Tel: 044 923 1127

Nompumelelo Hospital - Post to Nompumelelo Hospital Private Bag x13 Peddie 5640 or hand deliver: Grahamstown Road, Peddie 5640, Enquiries: Ms Mlotana Tel no: 040 673 3321

EMS: Buffalo City Metro District Office - Post to: HR Office, Buffalo City Metro District Office, Private Bag X9015, East London, 5200 or hand Deliver to: HR Office, Buffalo City Metro District Office, 64 Terminus Street, Old Standard Bank Building, East London 5200. Tel. No. 043 7433 006/057

EMS: Amathole District Office - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms N Nene Tel no: 043 707 6748.

EMS: OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Tel 047 502 9000.

EMS: Sarah Baartman District Office - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, No 16 Grace Street, Laboria House, Port Elizabeth 6057. Enquiries: Ms T. Mpitimpiti Tel no: 041 408 8509.

EMS: Chris Hani District Office - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel no 045 8071110/1101.

EMS: Joe Gqabi District Office - Post to: Human Resource Office, Joe Gqabi District Office, Private Bag X1005, Aliwal North, 9750 or Hand delivery: HR Office, Joe Gqabi District Office, 32 Dan Pienaar Street, Hot springs, Aliwal North 9750. Enquiries: Mr. J.S Ndzinde – Tel no: 051 633 9631.

EMS: Alfred Nzo District Office - Post to Human Resource Office, Alfred Nzo District Office, Private Bag X3515, Kokstad,4700: Enquiries Mr. Praitel Tel no 0397976070.

EMS: Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr. M Nozaza – Tel no: 039 253 5012.

Madzikane Ka Zulu Hospital - Post to: HR Office Madzikane ka Zulu Hospital Private Bag x9003 Mt Frere 5900 Enquiries Mr. Sigola Tel no 039 255 8200/11/12.

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469.

Elizabeth Donkin Hospital - Post to: HR Office, Elizabeth Donkin Hospital, Private Bag X6024, Port Elizabeth, 6000 or hand deliver to: HR Office, 1 La Roche Drive, Elizabeth Donkin Hospital, Walmer, Port Elizabeth, 6001. Enquiries: Mr. E Felkers Tel no 041 585 2323.

Andries Vosloo Hospital - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo – Tel no: 042 243 1313

Livingstone Tertiary Hospital - Post to: Recruitment & Selection Section, Private Bag x, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth. Enquiries: Ms L Mabanga Tel no 041 405 2348

St Lucys Hospital - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel no 047 532 6259.

Camdeboo Sub-District - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr. MT Buyelo Tel: 049 893 0031.

Tower Psychiatric Hospital - Post to: HR Office, Private Bag X228, Fort Beaufort, 5720 or hand deliver to: HR Office, Tower Psychiatric Hospital, Street, Fort Beaufort, Eastern Cape, 5720. Enquiries: Mrs. V Whitecross Tel no 046 645 5008

King Sabatha Dalindyebo Sub-District Office - Post to: King Sabatha Dalindyebo Sub-District, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 8th Floor Room 19 Botha Sigcawu Building. Enquiries: Ms O Gcagca Tel no 047 531 0823.

OR Tambo District Office - Post to: District Manager, OR Tambo Health District Office, Private Bag X OR 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Tel 047 502 9000.

Mhlontlo Sub District - Post to Human Resource Office, Mhlontlo Sub – District, Private Bag X421, Qumbu, 5180, Enquiries:Ntlabi Tel No: 047 553 0585

Amahlati Sub-district - Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquires: Ms B Mngxe Tel no: 043 643 4775/6.

Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810, Enquiries: Ms B Mbutye – Tel no 039 252 2026/8

Qaukeni Sub-District - Post to: Qaukeni Sub District: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki, 4820, Enquiries: Ms N Hlobo – Tel No 039 253 1541

Nessie Knight Hospital - Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

Cloete Joubert Hospital - Post to: Human Resource Office, Cloete Joubert Hospital, P/Bag X7, Barkly East, 9786 or Hand delivery: HR Office, No 1 Voortrekker Road, Cloete Joubert Hospital. Enquiries: Mr. Z.O Mgeyi – Tel no: 045 971 0091

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Hand delivery: HR Office, Elundini LSA Police Street, Mount Fletcher. Enquiries:Mr JZ Nzinde Tel no: 039 257 0099.

Maletswai Sub-District - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand delivery: HR Office, Maletswai Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr JZ Nzinde Tel no: 051 633 9617.

Umlamli Hospital - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand delivery: HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel no: 051 611 0079/90.

Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6300

Elliot Hospital - Post to: Human Resource Office, P.O. Box 523. Elliot, 5460. or Hand deliver to Elliot Hospital, Maclear Road, Elliot, 5460. Enquiries: Ms NB Puza – Tel no 045-9311321.

Hewu Hospital - Post to: Human Resource Office, Hewu Hospital Private Bag x1409 Queenstown 5320 or hand deliver to: HR Office Hewu Hospital Ekuphumleni Township Main Road Whittlesea. Enquiries Mr. Mabandla Tel no 040 841 0133

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel no: 051

Greenville Hospital - Post to: Human Resource Office, Greenville District Hospital, Private Bag X 559, Bizana, 4800, Enquiries: Mr. Bango – Tel no: 039 251 3009.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Hand delivery: HR Office, Elundini LSA Police Street, Mount Fletcher. Enquiries: Mr JZ Nzinde Tel no: 039 257 0099.

Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to: HR Office, Canzibe Hospital, Ngqeleni 5140. Enquiries: Ms Solwandle – Tel: 047 568 8291/2/3

Dora Nginza Regional Hospital - Post to: HR Office, Dora Nginza Hospital, Private Bag X11951 Algoa Park 6005 or hand deliver to: Room DG71, Admin Building 1st Floor, Dora Nginza, Spondo Street Zwide Port Elizabeth 6201. Enquiries: Ms B Bomela Tel no 041 406 4421.

Cofimvaba Hospital - Post to: Human Resource Office, Cofimvaba Hospital, Private Bag x 1207. Cofimvaba 5380. Enquiries: Ms A Mbana – Tel no 047 874 0111.

Molteno Hospital - Post to: Human Resource Office, Molteno Hospital, Stuart Street, Molteno 5880. Enquiries: Mr. L Tsengiwe Tel no 045 967 0089.

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr. M Nozaza – Tel no: 039 253 5012.

Empilweni TB Hospital - Post to: HR Office, Private Bag X6060, Port Elizabeth, 6000 or hand delivered to: HR Office, Empilweni TB Hospital, 01 Mati Road, New Brighton, Port Elizabeth, 6200. Enquiries: Ms K Sinyahla Tel no: 041 406 7627.

Temba TB Hospital - Post to: The Human Resource Office, Temba TB Hospital, P.O. Box 20, Grahamstown, 6140. Or Hand deliver at: 36 A Street, Fingo Village, Grahamstown. Enquiries: Mr. Ntsepe Tel: 046 622 3524

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag X 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel no: 043 709 2487/2532.

Orsmond TB Hospital - Post to: HR Office, Orsmond TB Hospital, PO Box 246, Uitenhage, 6230 or hand deliver to: HR Office, Orsmond TB Hospital, 1 John Dissel Avenue, Uitenhage, 6230. Enquiries: Ms D Davids Tel no. 041 988 1111.

Jansenville Hospital - Post to: HR Office, PO Box 156, Jansenville, 6265 or hand deliver to: Janseville, Hospital, College Street, Jansenville, Enquiries: Mr T Marenene Tel No: 049 836 0086

Emalahleni Sub District - Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300

Ngcobo Sub-District - Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel No 047 5480022/34/072 355 8144.

Intsika Yethu Sub-District Office: Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District Office, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No: 047 874 0079.

Lukhanji Sub-District - Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908

Sakhisizwe Sub-District - Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel No 047-8770931.

Glen Grey Hospital - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142 Lady Frere, 5410 or hand and deliver to Glen Grey Hospital, 5410. Enquiries: Ms N Ralushe Tel No: 047 878 2800.

Nelson Mandela Metro Office - Post to: HR Office, Nelson Mandela Health District, Private Bag X 28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Conyngham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164

Elundini Sub-District - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand delivery: HR Office, Elundini Sub-District Office, Police Street, Enquiries: Mrs. Du Plessis – Tel no: 039 257 2400.

Bambisana Hospital - Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr. S Mahlangeni –Tel No: 039 253 7262.

CLOSING DATE

: 02 October 2023

NOTE

: Applications must be posted on the new Z83 Form, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, a relationship with reference, Furthermore, Applicants are only required to submit a Z83 form and a comprehensive CV. 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 (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

MANAGEMENT ECHELON

POST 33/142

: **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/LTH/ARP/01/09/2023**

This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY

: R1 371 558 – R1 635 897 per annum (Level 14), an all-inclusive package

CENTRE

: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS

: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with Five (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES

: To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in

place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Ms L Mabanga Tel No (041) 405 2348
APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 33/143 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/TPH/ARP/01/09/2023**

This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : R1 162 200 – R1 365 411 per annum (Level 13), an all-Inclusive package
CENTRE : Amathole, Tower Psychiatric Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Mrs. V Whitecross Tel No: (046) 645 5008
APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 33/144 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/DNRH/ARP/01/09/2023**

This post is a re-advertisement. Applicants who have applied before are encouraged to apply again.

SALARY : R1 162 200 – R1 365 411 per annum (Level 13), an all-Inclusive package
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Middle Management level. Registration with the relevant Professional Council Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry

- Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES APPLICATIONS** : Ms B Bomela Tel No: (041) 406 4421
: Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>
- POST 33/145** : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/SERH/ARP/01/09/2023**
- SALARY CENTRE REQUIREMENTS** : R1 162 200 – R1 365 411 per annum (Level 13), an all-Inclusive package
: OR Tambo, St Elizabeth Regional Hospital
: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
- DUTIES** : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.
- ENQUIRIES** : Mr. M Nozaza Tel No: 039 253 5012

APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 33/146 : **CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/TBH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R1 162 200 – R1 365 411 per annum (Level 13), an all-Inclusive package
: Joe Gqabi, Taylor Bequest Hospital (Mt Fletcher)
: National Senior Certificate, an undergraduate qualification (NQF level 7) as recognized by SAQA in the clinical field coupled with (5) years' experience in the Health Sector at Senior Management level. Registration with the relevant Professional Council. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Senior Management Pre-entry Programme Certificate (Nyukela) required prior to appointment. Competencies: Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES APPLICATIONS : Mr JZ Nzinde Tel No: (039) 257 0099
: Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

OTHER POSTS

POST 33/147 : **FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FAM-PHY/BCMDO/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R1 887 363 – R2 001 927 per annum, (OSD), an all-inclusive package
: Buffalo City Metro, District Office
: Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. A valid driver's licence.

DUTIES : Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family

physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, 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 all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Ms Jaceni Tel No: (043) 7433 006/057
- POST 33/148** : **FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FAM-PHY/JGDO/ARP/01/09/2023**
- SALARY CENTRE REQUIREMENTS** : R1 887 363 – R2 001 927 per annum, (OSD), an all-inclusive package
 : Joe Gqabi, District Office
 : Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. A valid driver's licence.
- DUTIES** : Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education

and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, 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 all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Mr. J.S Ndzinde Tel No: (051) 633 9631

POST 33/149

: **FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FAM-PHY/NMMDO/ARP/01/09/2023**

**SALARY
CENTRE
REQUIREMENTS**

: R1 887 363 – R2 001 927 per annum, (OSD), an all-inclusive package
 : Nelson Mandela Metro, District Office
 : Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. A valid driver's licence.

DUTIES

: Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital.

Spend at least 80% of time on supporting the improvement of health services within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, 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 all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Ms P Makuluma Tel No: (041) 391 8164

POST 33/150

: **FAMILY PHYSICIAN (DCST) REF NO: ECHEALTH/DCST-FAM-PHY/OTDO/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS

: R1 887 363 – R2 001 927 per annum, (OSD), an all-inclusive package
 : OR Tambo, District Office
 : Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Family Physician Plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. A valid driver's licence.

DUTIES

: Represent family medicine as a member of the District Clinical Specialist Team (DCST) responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a family physician by spending 10 to 20% of time on continuing professional education and clinical care at a relevant facility be it a district, regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of health services

within the district. Support community orientated clinical services in the district by responding to family and community health needs, spanning the range of risk and environmental hazards within families and communities. Primarily support clinics, community health centres and primary health care outreach teams, including engaging private sector practitioners regarding service delivery related matters. Secondly support district hospitals with all aspects of service delivery related to family practice. Promote clinical effectiveness in all facilities through supporting outreach programmes to primary care teams in their community, 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 all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of medical services, including epidemiological research, disease profiles and establishment of community needs. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant, as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of medical services within the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Ms Z Mtimba Tel No: (047) 502 9000

POST 33/151

: **PAEDIATRICIAN (DCST) REF NO: ECHEALTH/DSCT-PEADS/ANZDO/ARP/01/09/2022**

SALARY CENTRE REQUIREMENTS

: R1 887 363 – R2 001 927 per annum, (OSD), an all-inclusive package
 : Alfred Nzo, District Office
 : Appropriate specialist qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as an Paediatrician Plus at least 5 years' experience after obtaining qualification. Sound knowledge of the following: Own clinical discipline, Medical ethics, Programme planning, implementation and evaluation, Information management programmes, Epidemiology and statistics, Quality assurance and improvement programmes, Human resources and financial management, Health and Public Service legislation, regulations and policy. Demonstrated skills in the following areas: Leadership, Communication, Teaching, mentorship and coaching, Problem solving, Functioning in a multi-disciplinary team, Computer literacy. Behavioural attributes reflecting the following: Stress tolerance, Self-confidence, Objectivity, Ethical, Empathic. A valid driver's licence.

DUTIES

: Represent paediatric specialist discipline as a member of a District Clinical Specialist Team responsible for the delivery of quality health care for mothers, babies and children at all levels within a health district. Promote equitable distribution of resources and access to an appropriate level of care for all mothers, babies and children throughout the district. Maintain personal competency as a paediatrician by spending 10 to 20% of time on continuing professional education and clinical care at the regional or tertiary hospital. Spend at least 80% of time on supporting the improvement of paediatric services within the district. Support neonatal, child and youth health service

delivery in the district. Primarily support district hospitals with all aspects of service delivery related to paediatrics and child health. Secondly support clinics, community health centres and primary health care outreach teams, including engaging private sector paediatricians with service delivery related to paediatrics and child health. Promote clinical effectiveness in all facilities through supporting outreach programmes 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 all facilities within the district. Facilitate and participate in the training, development and mentorship of under- and post graduate medical, nursing and allied health professionals. This may require involvement with local academic training institutions. Work with the District Management Team to establish and maintain systems including surveillance, health information, communication and referral guidelines and processes to support the delivery of paediatric and child health services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care in paediatrics and child health. Initiate, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings), practitioners (e.g. infection control) and the organization (e.g. performance reviews). Initiate, support and participate in clinical audit and quality improvement cycles with specific focus on paediatric and child health assessments. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Initiate, support or participate in relevant research. This may require involvement with local academic training institutions. Foster effective teamwork and collaboration within the DCST. Enable engagement with the local community, relevant non-government organisations and private providers. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals as relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Participate in provincial and national activities and initiatives to save mothers, babies and children. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospital. Assist with the coordination and supervision of paediatric and child health services within the district. Assist with the recruitment and management of relevant human resources.

- ENQUIRIES** : Mr. Praim Tel No: (039) 797 6070
- POST 33/152** : **CLINICAL MANAGER REF NO: ECHEALTH/CM/GH/ARP/01/09/2023**
- SALARY CENTRE REQUIREMENTS** : R1 227 255 – R1 362 063 per annum, (OSD), an all-inclusive package
 : Alfred Nzo, Greenville Hospital
 : National Senior Certificate. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of Three (3) years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.
- DUTIES** : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.
- ENQUIRIES** : Mr. Bango Tel No: (039) 251 3009

POST 33/153 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/KNMAH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R1 227 255 – R1 362 063 per annum, (OSD), an all-inclusive package
 : OR Tambo, Nelson Mandela Academic Hospital
 : National Senior Certificate. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of Three (3) appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 33/154 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/FTH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R1 227 255 – R1 362 063 per annum, (OSD), an all-inclusive package
 : Buffalo City Metro, Frere Tertiary Hospital
 : National Senior Certificate. Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of Three (3) appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's license.

DUTIES : Provision of quality patient centred care for all patients. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care for emergency cases. Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals actively participate in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programmes. Ensure that cost effective service delivery is maintained within the respective department. Attend to administrative matters as required Perform commuted overtime.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532

POST 33/155 : **ASSISTANT MANAGER (PHARMACEUTICAL SERVICES) REF NO: ECHEALTH/AMN/NMAH/ARP/01/09/2023 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R990 066 - R1 145 748 per annum, (OSD)
 : OR Tambo, Nelson Mandela Academic Hospital
 : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a pharmacist. A minimum of 5 years' appropriate experience after registration as a pharmacist with the SAPC. Relevant hospital pharmacist experience. Knowledge of Good Pharmacy Practice, National Drug Policy, Pharmacy regulations and act 101. An

		understanding of the relevant employment acts including the PFMA. Good communication skills, report writing and presentation skills. Computer literacy. Willing to tutor both pharmacist assistants and pharmacist interns.
<u>DUTIES</u>	:	Ensure efficient drug supply management. Ensure overall quality management of all pharmaceutical services. Assist in the development of SOPs, policies and health systems. Innovative in the improvement of pharmaceutical care services. Establish operational systems. Plan and organise own work and work of subordinates to allow smooth flow of pharmaceutical services.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 33/156</u>	:	<u>DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO: ECHEALTH/DD-CS/MGH/ARP/01/09/2023</u>
<u>SALARY</u>	:	Grade 1: R946 461 - R1 048 197 per annum, (OSD) Grade 2: R1 079 259 - R1 231 095 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo, Mthatha General Hospital
<u>REQUIREMENTS</u>	:	B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP, Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.
<u>DUTIES</u>	:	Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well-co-ordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.
<u>ENQUIRIES</u>	:	Ms Mkhosi Tel No: (047) 502 4143/4008

POST 33/157 : **DEPUTY DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES (CLINICAL SUPPORT) REF NO. ECHEALTH/DD-CS/SEH/ARP/01/09/2023**

SALARY : Grade 1: R946 461 - R1 048 197 per annum, (OSD)
Grade 2: R1 079 259 - R1 231 095 per annum, (OSD)

CENTRE : OR Tambo, St Elizabeth Regional Hospital

REQUIREMENTS : B/BSc. Degree or equivalent qualification in Radiography (Diagnostic/ Ultrasound/ Radiotherapy/ Nuclear Medicine), Speech Therapy, Audiology, Speech Therapy & Audiology, Physiotherapy, Occupational Therapy, Dietetics, Social Work, Orthotics & Prosthetics or Clinical Technology. Registration certificate with HPCSA or SACSSP, Minimum of twelve (12) years appropriate experience after registration with HPCSA/SACSSP as an independent practitioner (post Community Service) in the relevant profession in a clinical setting, preferably at a secondary or tertiary institution. Seven (7) years appropriate experience in a management/supervisory position (Ass Director or Chief post) at a state referral hospital Management or post graduate qualification will be an added advantage. Computer literacy in MS Excel, MS Word and PowerPoint. Experience in provincial procurement processes. Financial and human resource management skills as well as experience of working on LOGIS is essential. Applicants must be in possession of a valid South African driver's licence. Good understanding of clinical governance and clinical auditing. Applicants must be able to work under pressure, have strong leadership and management skills, good verbal and written communication skills, sound interpersonal skills, change management skills, project management skills as well as client orientation and customer focus skills. Analytic thinking, independent decision making and problem-solving skills also required. Ability to work independently and in a multidisciplinary context.

DUTIES : Provide strategic leadership to the Clinical Support Services sub-directorate of the hospital, ensuring that efforts are focused on service delivery and a well-co-ordinated rehabilitation service. Develop/implement an annual Operational plan for Clinical Support Services. Participate in the development, implementation and monitoring of the hospital's Operational Plan in line with the Provincial Strategic plan. Facilitate the implementation of relevant guidelines, protocols and SOPs in line with the national and provincial health system. Collaborate with academic and other relevant stakeholders, especially those with students allocated for clinical work in the hospital. Lead and direct quality management activities. Provide measures and guidance on quality assurance to comply with set quality standards. Monitor and support the Ideal Hospital Programme and Quality Improvement initiatives. Utilize health information technology and other health information systems for enhancement of service delivery. Human Resources: General management of Clinical Support Services' unit managers and own office employees Facilitate performance management, reporting and accountability. Effective Human Resource planning to ensure that the workforce is aligned with the current and future needs of the hospital. Ensure and plan for optimal human resource development in all categories. Effective management of overtime and RWOPS Financial Management: Estimate and track budget for line items required for the sub-directorate. Monitor expenses and payments. Develop and implement cost reduction initiatives. Monitoring of all backlogs (assistive devices) and waiting times in all Clinical Support Services' departments. Monitor outreach programs. Comply with all legal prescripts Acts, Legislatives, Policies, Circular, Procedure, Guidelines and Code of Conduct for public service. Adhere to correct channels of communication. Maintain professional and ethical standards. Involvement and promotion of research projects within the hospital.

ENQUIRIES : Mr. M Nozaza Tel No: (039) 253 5012

POST 33/158 : **DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/NMAHARP/01/09/2023**

SALARY : R930 747 - R1 045 731 per annum, (OSD), an all-inclusive package

CENTRE : OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS : Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR

		Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469
<u>POST 33/159</u>	:	<u>DEPUTY MANAGER NURSING REF NO:</u> <u>ECHEALTH/DMN/DMH/ARP/01/09/2023</u>
<u>SALARY</u>	:	R930 747 - R1 045 731 per annum, (OSD), an all-inclusive package
<u>CENTRE</u>	:	OR Tambo, Dr Malizo Mpehle Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stake holders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES</u>	:	Ms Makalima Tel No: (047) 542 6300
<u>POST 33/160</u>	:	<u>PROGRAMME MANAGER (SUBJECT SPECIALIST) COMMUNITY- PN D4</u> <u>REF NO: ECHEALTH/DD-OM/LILTH/01/09/2023</u>
<u>SALARY</u>	:	R811 560 – R952 485 per annum (Level 11)
<u>CENTRE</u>	:	Lilitha Nursing College, East London Central Office
<u>REQUIREMENTS</u>	:	Master's Degree in Nursing Science, Degree/Diploma in Nursing Education and Management. Current registration with SANC as a Professional Nurse. A minimum of 10 years appropriate / recognizable nursing 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 / recognizable experience in Nursing Education after obtaining the Nursing Education Post Basic Qualification. At least three (3) years relevant experience in management on the academic platform. Good understanding and experience of classroom and clinical teaching including the community Based and Problem Based approach. Monitors curriculum implementation throughout all college institution. Ability to identify gap in the implementation of the curricula in the specific discipline excellent communication, interpersonal and leadership skills. Advanced computer literacy and a valid driver's license. Competencies:

Knowledge of Public Service Administration Act and Legislation such as Health Act, SAQA, CHE, NQF, Nursing Act, Rules and Regulations, College Policies, PSR, Disciplinary Code and Procedures, Labour Relations Act, etc. Excellent communication, interpersonal and leadership skills. Report writing skills, Facilitation skills, liaison skills, presentation skills, management skills, Analytical skills, motivation skills, Research skills.

DUTIES : Manage implementation of clinical and theoretical academic content for the College and Campuses. Ensure quality assurance and change management in the implementation of all teaching and learning programmes and student competencies. Co-ordinate and monitor Community Based Education (CBE) and work-integrate learning (WIL) at the College and Campuses. Facilitate effective and efficient implementation of College Policies in all disciplines. Oversee clinical allocation of learners in the identified and approved clinical facilities for all the relevant disciplines. Monitor compliance to set standard as laid down by SANC, CHE and SAQA. Ensure continuous staff capacity building to promote academic excellent. Exercise supervision and support to academic staff. Manage various submission in relation to student academic matters, including recruitment, registration and SANC records. Facilitate a research culture for both academics and students to promote evidence-based teaching and learning.

ENQUIRIES : Ms P Mene Tel No: (043) 700 9717/26
APPLICATIONS : Applicants must apply for this post by using e-Recruitment system <https://erecruitment.ecotp.gov.za/>

POST 33/161 : **ASSISTANT MANAGER NURSING (CLINIC SUPERVISION) REF NO: ECHEALTH/QSD/SH/ARP/01/09/2023 (X2 POSTS)**

SALARY : R683 838 - R767 184 per annum, (OSD)
CENTRE : Qaukeni Sub-District, Flag Staff CHC Ref No: ECHEALTH/QSD/FGC/ARP/01/09/2023 (X1 Post)
Qaukeni Sub-District Office Ref No: ECHEALTH/QSD/QSDO/ARP/01/09/2023 (X1 Post)

REQUIREMENTS : Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Promote quality on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined. Ensure the implementation of the Patient's Rights Charter as well as Batho Pele Principles of nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts. Render supervision services in the clinics within Quakeni Sub District. Monitor the implementation of clinic's budget and expenditure. Monitor the implementation of health programmes within the clinics. Implement the Eastern Cape Clinic Supervisors manual. Monitor and improve quality care in clinics.

ENQUIRIES : Ms N Hlobo Tel No 039 253 1541

POST 33/162 : **ASSISTANT MANAGER NURSING (CLINIC SUPERVISION) REF NO: ECHEALTH/AMN/BSUB/ARP/01/09/2023**

SALARY : R683 838 - R767 184 per annum, (OSD)
CENTRE : Buffalo City Metro, Sub-District Office

REQUIREMENTS : Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC

in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Promote quality on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined. Ensure the implementation of the Patient's Rights Charter as well as Batho Pele Principles of nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how these impacts. Render supervision services in the clinics within Buffalo City Sub District. Monitor the implementation of clinic's budget and expenditure. Monitor the implementation of health programmes within the clinics. Implement the Eastern Cape Clinic Supervisors manual. Monitor and improve quality care in clinics.

ENQUIRIES : Ms Jaceni Tel No: (043) 708 1700

POST 33/163 : **ASSISTANT MANAGER NURSING (CLINIC SUPERVISION) REF NO: ECHEALTH/AMN-CS/MSD/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
: OR Tambo, Mhlontlo Sub District Office
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Promote quality on service delivery. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined. Ensure the implementation of the Patient's Rights Charter as well as Batho Pele Principles of nursing care. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts. Render supervision services in the clinics within Mhlontlo Sub District. Monitor the implementation of clinic's budget and expenditure. Monitor the implementation of health programmes within the clinics. Implement the Eastern Cape Clinic Supervisors manual. Monitor and improve quality care in clinics.

ENQUIRIES : Ms Ntlabi Tel No: (047) 553 0585

POST 33/164 : **ASSISTANT MANAGER NURSING (OPD & CASUALTY) REF NO: ECHEALTH/AMN/MKZ/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
: Alfred Nzo, Madzikane ka Zulu Hospital
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele

		Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interpersonal professional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate. And comprehensive information of health care.
<u>ENQUIRIES</u>	:	Mr. Sigola Tel No: (039) 255 8200/11/12
<u>POST 33/165</u>	:	<u>ASSISTANT MANAGER NURSING (OPD & CASUALTY) REF NO: ECHEALTH/AMN/TH/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R683 838 - R767 184 per annum, (OSD)
	:	Amathole, Tafalofefe Hospital
	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interpersonal professional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate. And comprehensive information of health care.
<u>ENQUIRIES</u>	:	Mr Bongani Tel No: (047) 498 8900
<u>POST 33/166</u>	:	<u>ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY) REF NO: ECHEALTH/AMNS/DMM/APL/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R683 838 - R767 184 per annum, (OSD)
	:	OR Tambo, Dr Malizo Mpehle Memorial Hospital
	:	Basic R425 qualification (Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus post basic nursing qualification, with duration of at least 1 year accredited with SANC in terms of Government Notice No R212. A minimum of 10 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 6 years of period referred to above must be appropriate/ recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognizable experience at management level.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislative framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health

facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.

ENQUIRIES : Ms Makalima Tel No: (047) 542 6300

POST 33/167 : **ASSISTANT MANAGER NURSING (OPD & CASUALTY) REF NO: ECHEALTH/AMN/MH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
 : Sarah Baartman District, Midland Hospital
 : Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. Registration with SANC as a Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interpersonal professional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate. And comprehensive information of health care.

ENQUIRIES : Ms M. Human Tel No: (049) 807 7739

POST 33/168 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMNPHC/ZCHC/ARP/01/09/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
 : Ngcobo Sub-District, Zwelakhe Dalasile CHC
 : Basic R425 qualification (i.e. diploma/degree in nursing) 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 Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care (R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain,

manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

ENQUIRIES : Ms N. Matala Tel No: (047) 548 0022/34/072 355 8144

POST 33/169 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMNPHC/KUY/ARP/01/09/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
: Intsika Yethu Sub-District, Kuyasa CHC
: Basic R425 qualification (i.e. diploma/degree in nursing) 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 Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care (R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognisable experience at management level.

DUTIES : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

ENQUIRIES : Ms A Mabentsela Tel No: (047) 874 0079

POST 33/170 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMNPHC/NOM/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
: Lukhanji Sub-District, Nomzamo CHC
: Basic R425 qualification (i.e. diploma/degree in nursing) 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 Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care (R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level.

DUTIES : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons

of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

ENQUIRIES : Ms Mtweni Tel No: (045) 807 8908

POST 33/171 : **ASSISTANT MANAGER NURSING PRIMARY HEALTH CARE REF NO: ECHEALTH/AMNPHC/CHS/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R683 838 - R767 184 per annum, (OSD)
 : Sakhisizwe Sub-District, Cala CHC
 : Basic R425 qualification (i.e. diploma/degree in nursing) 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 Curative Skills in Primary Health Care/ Clinical Assessment, Treatment and Care (R48) accredited with the SANC. Registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience after obtaining the 1-year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES : Deliver a service in the General nursing areas indicated to ensure service delivery on a 24-hour basis. Will be required to do calls within the discipline and do hospital sit-ups as required by the service as well as night duty. Demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. Monitor patient care and compliance to quality standards. Work effectively and amicably at a managerial level, with persons of diverse intellectual, cultural, racial or religious differences. Provision of quality Nursing Care, assist team members with Quality Assurance and monthly audits and development of clinical guidelines and policies. Maintain, manage PMDS of subordinates. Manage risk and ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. Ensure effective and efficient budget control and assets control for the department. Preparedness to engage and manage any project aimed at improving the image of the nursing profession and the effectiveness and efficiency of the health service. Overall management of the Community Health Centre.

ENQUIRIES : Ms B Mtsi Tel No: (047) 877 0931

POST 33/172 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/FTH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
 : Buffalo City Metro, Frere Tertiary Hospital
 : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork).

		Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532.
<u>POST 33/173</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/BH/ARP/01/09/2023</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (OSD)
<u>CENTRE</u>	:	OR Tambo, Bambisana Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Mr. S Mahlangeni Tel No: (039) 253 7262.
<u>POST 33/174</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/TPH/ARP/01/09/2023</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (OSD)
<u>CENTRE</u>	:	Amathole, Tower Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Mrs. V Whitecross Tel No: (046) 645 5008
<u>POST 33/175</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO:</u> <u>ECHEALTH/AMN/WH/ARP/01/09/2023</u>
<u>SALARY</u>	:	R627 474 – R724 278 per annum, (OSD)
<u>CENTRE</u>	:	Amathole, Winterberg Hospital

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms Z Maneli Tel No: (046) 645 1142

POST 33/176 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/UH/ARP/01/09/2023**

SALARY : R627 474 – R724 278 per annum, (OSD)

CENTRE : Joe Gqabi,Umlamli Hospital

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Mr JZ Ndzinde Tel No: (051) 611 0079/90.

POST 33/177 : **ASSISTANT MANAGER NURSING (AREA) (X3 POSTS)**

SALARY : R627 474 – R724 278 per annum, (OSD)

CENTRE : King Sabatha Dalindyebo Sub-District, Mqanduli CHC Ref No:

ECHEALTH/AMN/MCHC/ARP/01/09/2023 (X1 Post)

Ngangelizwe CHC Ref No: ECHEALTH/AMN/NCHC/ARP/01/09/2023 (X1 Post)

Ngcwanguba CHC Ref No: ECHEALTH/AMN/NGCHC/ARP/01/09/2023 (X1 Post)

REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six

- key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
- DUTIES** : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- ENQUIRIES** : Ms O Gcagca Tel No: (047) 531 0823
- POST 33/178** : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/HCH/ARP/01/09/2023**
- SALARY CENTRE REQUIREMENTS** : R627 474 – R724 278 per annum, (OSD)
: OR Tambo, Holy Cross Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
- DUTIES** : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- ENQUIRIES** : Ms B Mbutye Tel No: (039) 252 2026/8
- POST 33/179** : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/NKH/ARP/01/09/2023**
- SALARY CENTRE REQUIREMENTS** : R627 474 – R724 278 per annum, (OSD)
: OR Tambo, Nessie Knight Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
- DUTIES** : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
- ENQUIRIES** : Ms O.N Sotsako Tel No: (047) 553 6007/8/9

POST 33/180 : **ASSISTANT MANAGER NURSING (AREA) REF NO:**
ECHEALTH/AMN/SLH/ARP/01/09/2023

SALARY : R627 474 – R724 278 per annum, (OSD)
CENTRE : OR Tambo, St Lucys Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms Mayikana Tel No: (047) 532 6259.

POST 33/181 : **ASSISTANT MANAGER NURSING (AREA) REF NO:**
ECHEALTH/AMN/LTH/ARP/01/09/2023

SALARY : R627 474 – R724 278 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms L Mabanga Tel No: (041) 405 2348

POST 33/182 : **ASSISTANT MANAGER NURSING (AREA) REF NO:**
ECHEALTH/AMN/DNRH/ARP/01/09/2023

SALARY : R627 474 – R724 278 per annum, (OSD)
CENTRE : Nelson Mandela Metro, Dora Nginza Regional Hospital
REQUIREMENTS : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both

		written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms B Bomela Tel No: (041) 406 4421
<u>POST 33/183</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/CH/ARP/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R627 474 – R724 278 per annum, (OSD) Chris Hani, Cofimvaba Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms A Mbanja Tel No: (047) 874 0111
<u>POST 33/184</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/MH/ARP/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R627 474 – R724 278 per annum, (OSD) Chris Hani, Molteno Hospital Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Mr. L Tsengiwe Tel No: (045) 967 0089

POST 33/185 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/SERH/ARP/01/09/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
 : OR Tambo, St Elizabeth Regional Hospital
 : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Mr. M Nozaza Tel No: (039) 253 5012

POST 33/186 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/AVH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
 : Sarah Baartman, Andries Vosloo Hospital
 : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms CZ Zozo Tel No: (042) 243 1313

POST 33/187 : **ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/NMAH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
 : OR Tambo, Nelson Mandela Academic Hospital
 : Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour

Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms Calaza Tel No: (047) 502 4469

POST 33/188 : **ASSISTANT MANAGER NURSING (AREA) REF NO:**
ECHEALTH/AMN/ETBH/ARP/01/09/2023

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
: Nelson Mandela Metro, Empilweni TB Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms K Sinyahla Tel No: (041) 406 7627

POST 33/189 : **ASSISTANT MANAGER NURSING (AREA) REF NO:**
ECHEALTH/AMN/GH/ARP/01/09/2023

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
: Alfred Nzo, Greenville Hospital
: Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.

DUTIES : Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic

		understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Mr. Bango Tel No: (039) 251 3009.
<u>POST 33/190</u>	:	<u>ASSISTANT MANAGER NURSING (AREA) REF NO: ECHEALTH/AMN/GH/ARP/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R627 474 – R724 278 per annum, (OSD)
	:	OR Tambo, Canzibe Gateway Clinic
	:	Basic R425 Qualification (Diploma/Degree) in Nursing or equivalent that allows registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining the one year post basic course/qualification in the specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal framework, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer Literacy.
<u>DUTIES</u>	:	Demonstrate in in-depth knowledge of relevant prescripts as well as understanding of the legislatives framework governing Public Service. Ensure that the clinical nursing practice by the team is rendered in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of nursing care as directed by professional scope of practice and standards determined by the health facility. Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate in-depth understanding of nursing legislation and related legal and ethical nursing practices and how it expects a service delivery. Demonstrate knowledge of Neonatal Care Standards and in reporting and monitoring of indicators. Ensure that the environment complies with Health and Safety Act and Infection Prevention and Control Policies.
<u>ENQUIRIES</u>	:	Mr. Bango Tel No: (039) 251 3009
<u>POST 33/191</u>	:	<u>ASSISTANT MANAGER NURSING(AREA) REF NO: ECHEALTH/AMN/GH/APL/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R627 474 – R724 278 per annum, (OSD)
	:	Buffalo City, Grey Hospital
	:	Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (interprofessional, intersectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.
<u>ENQUIRIES</u>	:	Ms Phillips Tel No: (043) 643 3300

POST 33/192 : **ASSISTANT MANAGER NURSING (AREA) REF NO. ECHEALTH/AMN/MRH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R627 474 – R724 278 per annum, (OSD)
: Joe Gqabi District, Maclear Hospital
: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 8 years' appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multidisciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES : Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter professional, intersect oral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES : Ms N Zusa Tel No: (045) 932 1028

POST 33/193 : **ASSISTANT DIRECTOR: THERAPEUTIC & MEDICAL SUPPORT SERVICES REF NO: ECHEALTH/ADT/SRH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R578 367 – R639 744 per annum, (OSD)
: OR Tambo, St Elizabeth Regional Hospital
: Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Radiation Therapy or Nuclear Medicine). Training in any management course or public health. Qualification in any management studies or public health will be an added advantage. Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Radiation Therapy or Nuclear Medicine. Experience: A minimum of 5 years' appropriate experience as a Radiographer (Radiation Therapy or Nuclear Medicine) after registration with the HPCSA & Minimum 3 years' experience as a chief radiographer (Radiation Therapy or Nuclear Medicine) / in a supervisor position. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with thorough knowledge of radiographic techniques, radiation protection, quality assurance, PACS and equipment safety. Must be able to plan and organize HR, technical and budgetary matters Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety. Computer literacy (MS Windows, Word, Excel and PowerPoint). Good written and verbal communication skills. Demonstrates effective interpersonal skill, good administrative, strategic planning organizational skills, leadership qualities and supervisory skills Knowledge of Patient Archiving and Communication Basic knowledge of budget planning as well as the Public Finance and Management Act. Must have a good understanding of public hospital operational systems. Knowledge of relevant Health and Safety Acts, Knowledge of relevant Public Service policies, acts and regulations, Knowledge of Public Health Sector Quality Improvement Initiatives, Conflict resolution and problem solving skills.

DUTIES : To manage, coordinate and administer the operations of the Radiation Therapy & Nuclear Medicine services in the Livingstone Tertiary Hospital Facilitate the implementation of strategic plans in keeping with the requirements of the institution, the province and national health department. Ensure the effective, efficient and cost-effective management of allocated Resources of the Department Render effective patient centered Nuclear Medicine & radiation therapy service for in- and outpatients in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises, and to work closely with the interdisciplinary team members. Provision of strategic leadership in striving towards an optimisation of services. Facilitate

teaching and training of staff and students. Supervision and performance evaluation. Facilitate the formulation/ Developing of SOP, strategies, guidelines & protocols in line with service development in consultation with relevant stakeholders Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Perform record keeping, data collection, assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research projects of the department. Participate in quality assurance methods Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Communicate effectively with all stakeholders. Exercise care with all consumables and equipment Applicant should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Ensure radiation safety and control for public and staff, in support of the Medical Physicist. Facilitate teaching and training of staff and students. Attend departmental meetings and represent the department at external meetings as required.

ENQUIRIES : Mr. M Nozaza Tel No: (039) 253 5012

POST 33/194 : **EMS SUB DISTRICT MANAGER REF NO:**
ECHEALTH/EMSSDM/ARP/01/09/2023

SALARY : Grade 2: R508 896 – R549 165 per annum, (OSD)
Grade 3: R565 179 – R607 329 per annum, (OSD)

CENTRE : OR Tambo EMS, Mthatha Station

REQUIREMENTS : **Grade 2:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as ECT. Three (3) years' experience after registration with the HPCSA as ECT. **Grade 3:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 4:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as an ECP. Three (3) years' experience registration with the HPCSA as ECP. Must have an unendorsed South African Driver's license with a current Professional Drivers 'Permit (PDP). Good communication skills and interpersonal skills, knowledge of all prescripts and policies relevant to the operations of EMS. Must be computer literate, especially in the use of Microsoft Office.

DUTIES : Facilitate implementation of operational standard operating procedures and policies. Control the issue and use of emergency medical equipment and vehicles. Management of vehicle use for operational purposes. Ensure Compliance with quality assurance standards relevant to documentation such as duty roster, vehicle check list and log sheets. Quality checks and verifies DHIS data before it is exported to district level. Complete monthly report on all operational activities and recommendations if any and provide such to the District Manager. Implementation of the EMS Regulations in the District.

ENQUIRIES : Mr AK Munilal Tel No: (040) 608 1911

POST 33/195 : **EMS SUB DISTRICT MANAGER REF NO:**
ECHEALTH/EMSSDM/ARP/01/09/2023

SALARY : Grade 2: R508 896 – R549 165 per annum, (OSD)
Grade 3: R565 179 – R607 329 per annum, (OSD)

CENTRE : Joe Gqabi EMS, Aliwal North Station

REQUIREMENTS : **Grade 2:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as ECT. Three (3) years' experience after registration with the HPCSA as ECT. **Grade 3:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as Paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 4:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as an ECP. Three (3) years' experience registration with the HPCSA as ECP. Must have an unendorsed South African Driver's license with a current Professional Drivers 'Permit (PDP). Good communication skills and interpersonal skills,

		knowledge of all prescripts and policies relevant to the operations of EMS. Must be computer literate, especially in the use of Microsoft Office.
<u>DUTIES</u>	:	Facilitate implementation of operational standard operating procedures and policies. Control the issue and use of emergency medical equipment and vehicles. Management of vehicle use for operational purposes. Ensure Compliance with quality assurance standards relevant to documentation such as duty roster, vehicle check list and log sheets. Quality checks and verifies DHIS data before it is exported to district level. Complete monthly report on all operational activities and recommendations if any and provide such to the District Manager. Implementation of the EMS Regulations in the District.
<u>ENQUIRIES</u>	:	Mr AK Munilal Tel No: (040) 608 1911
<u>POST 33/196</u>	:	<u>EMS SUB DISTRICT MANAGER REF NO:</u> <u>ECHEALTH/EMSSDM/ARP/01/09/2023</u>
<u>SALARY</u>	:	Grade 2: R508 896 – R549 165 per annum, (OSD) Grade 3: R565 179 – R607 329 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman, District Office
<u>REQUIREMENTS</u>	:	Grade 2: Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as ECT. Three (3) years' experience after registration with the HPCSA as ECT. Grade 3: Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. Grade 4: Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as an ECP. Three (3) years' experience registration with the HPCSA as ECP. Must have an unendorsed South African Driver's license with a current Professional Drivers 'Permit (PDP). Good communication skills and interpersonal skills, knowledge of all prescripts and policies relevant to the operations of EMS. Must be computer literate, especially in the use of Microsoft Office.
<u>DUTIES</u>	:	Facilitate implementation of operational standard operating procedures and policies. Control the issue and use of emergency medical equipment and vehicles. Management of vehicle use for operational purposes. Ensure Compliance with quality assurance standards relevant to documentation such as duty roster, vehicle check list and log sheets. Quality checks and verifies DHIS data before it is exported to district level. Complete monthly report on all operational activities and recommendations if any and provide such to the District Manager. Implementation of the EMS Regulations in the District.
<u>ENQUIRIES</u>	:	Mr AK Munilal Tel No: (040) 608 1911
<u>POST 33/197</u>	:	<u>CHIEF ARTISAN GRADE A REF NO: ECHEALTH/CA/TPH/ARP/01/09/2023</u>
<u>SALARY</u>	:	R434 787 – R494 619 per annum, (OSD)
<u>CENTRE</u>	:	Amathole, Tower Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Appropriate trade test in Electrical/Mechanical/Building Environment with 10 years' experience post qualification experience required as an Artisan/Artisan Foreman. A sound knowledge of Preventative and Reactive maintenance programmes. Knowledge of PFMA, National Building Regulations, budgeting and Public Service Procurement processes, Public Service Regulations, OHS Act and other legislations applicable to the post Negotiation, presentation, PMDS procedures, training and mentorship, literacy and numeracy, skills, analytical thinking & problem solving. skills. Knowledge of Project Management, Planning; Organising Skills, Good verbal and written communication skills with respect to interacting with management, sub-ordinates, other employees, clients and co-workers in respect of procedural matters and the ability to write reports, memos, letters and specifications. Proven ability to co-ordinate, comply and enforce the implementation of policies. Display the willingness to work extended hours and perform stand-by duty and to travel. Computer Literacy. A valid driver licence.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit

reports as required; Provide and consolidate inputs to the technical operational plan; Update databases; and Manage artisans and related personnel and assets. Financial Management Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success. Mrs. V Whitecross Tel No: (046) 645 5008

ENQUIRIES

POST 33/198

EMS STATION MANAGER REF NO:
ECHEALTH/EMSSM//BCMDO/ARP/01/09/2023

SALARY

Grade 3: R359 691 – R406 461 per annum, (OSD)
Grade 4: R434 649 – R494 487 per annum, (OSD)
Grade 5: R508 896 – R549 165 per annum, (OSD)
Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE REQUIREMENTS

Buffalo City Metro, Mdantsane EMS
Grade 3: Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

DUTIES

Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES

Mr AK Munilal Tel No: (040) 608 1911

POST 33/199

EMS STATION MANAGER REF NO:
ECHEALTH/EMSSM//ADO/ARP/01/09/2023

SALARY

Grade 3: R359 691 – R406 461 per annum, (OSD)
Grade 4: R434 649 – R494 487 per annum, (OSD)
Grade 5: R508 896 – R549 165 per annum, (OSD)
Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE REQUIREMENTS

Amathole, Alice EMS
Grade 3: Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years'

experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES : Mr AK Munilal Tel No: (040) 608 1911

POST 33/200 : **EMS STATION MANAGER REF NO:**
ECHEALTH/EMSSM/LUS/ARP/01/09/2023

SALARY : Grade 3: R359 691 – R406 461 per annum, (OSD)
Grade 4: R434 649 – R494 487 per annum, (OSD)
Grade 5: R508 896 – R549 165 per annum, (OSD)
Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE REQUIREMENTS : OR Tambo, Lusikisiki EMS
Grade 3: Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement

for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES : Mr AK Munilal Tel No: (040) 608 1911

POST 33/201 : **EMS STATION MANAGER REF NO:**
ECHEALTH/EMSSM//SBDO/ARP/01/09/2023 (X2 POSTS)

SALARY : Grade 3: R359 691 – R406 461 per annum, (OSD)
Grade 4: R434 649 – R494 487 per annum, (OSD)
Grade 5: R508 896 – R549 165 per annum, (OSD)
Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE : Sarah Baartman, Grahamstown EMS Ref No:
ECHEALTH/EMSS//GEM/ARP/01/09/2023 (X1 Post)
Graaf Reiniet EMS Ref No: ECHEALTH/EMSSM/GF/ARP/01/09/2023 (X1 Post)

REQUIREMENTS : **Grade 3:** Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES : Mr AK Munilal Tel No: (040) 608 1911

POST 33/202 : **EMS STATION MANAGER REF NO:**
ECHEALTH/EMSSM//CHDO/ARP/01/09/2023 (X3 POSTS)

SALARY : Grade 3: R359 691 – R406 461 per annum, (OSD)
Grade 4: R434 649 – R494 487 per annum, (OSD)
Grade 5: R508 896 – R549 165 per annum, (OSD)
Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE : Chris Hani, Mgiima EMS Ref No: ECHEALTH/EMSSM/EMG/ARP/01/09/2023 (X1 Post)

Ngcobo EMS Ref No: ECHEALTH/EMSSM/NGC/ARP/01/09/2023 (X1 Post)
Emalahleni EMS Ref No: ECHEALTH/EMSSM/EMA /ARP/01/09/2023

REQUIREMENTS

: **Grade 3:** Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

DUTIES

: Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES

: Mr AK Munilal Tel No: (040) 608 1911

POST 33/203

: **EMS STATION MANAGER (X2 POSTS)**

SALARY

: Grade 3: R359 691 – R406 461 per annum, (OSD)
Grade 4: R434 649 – R494 487 per annum, (OSD)
Grade 5: R508 896 – R549 165 per annum, (OSD)
Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE

: Joe Gqabi, Maclear EMS Ref No: ECHEALTH/EMSSM/MC/ARP/01/09/2023 (X1 Post)
Burgersdorp EMS Ref No: ECHEALTH/EMSSM/BG/ARP/01/09/2023

REQUIREMENTS

: **Grade 3:** Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

<u>DUTIES</u>	:	Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.
<u>ENQUIRIES</u>	:	Mr AK Munilal Tel No: (040) 608 1911
<u>POST 33/204</u>	:	<u>EMS STATION MANAGER (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 3: R359 691 – R406 461 per annum, (OSD) Grade 4: R434 649 – R494 487 per annum, (OSD) Grade 5: R508 896 – R549 165 per annum, (OSD) Grade 6: R565 179 – R634 176 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo, Mt Ayliff EMS Ref No: ECHEALTH/EMSSM/MTE/ARP/01/09/2023 (X1 Post) Mt Frere EMS Ref No: ECHEALTH/EMSSM/MFS /ARP/01/09/2023 (X1 Post) Meje EMS Ref No: ECHEALTH/EMSSM/MJE /ARP/01/09/2023 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 3: Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. Grade 4: Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. Grade 5: Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. Grade 6: Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.
<u>DUTIES</u>	:	Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management id properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.
<u>ENQUIRIES</u>	:	Mr AK Munilal Tel No: (040) 608 1911

POST 33/205 : **EMS STATION MANAGER REF NO:**
ECHEALTH/EMSSM//NMMDO/ARP/01/09/2023

SALARY : Grade 3: R359 691 – R406 461 per annum, (OSD)
 Grade 4: R434 649 – R494 487 per annum, (OSD)
 Grade 5: R508 896 – R549 165 per annum, (OSD)
 Grade 6: R565 179 – R634 176 per annum, (OSD)

CENTRE REQUIREMENTS : Nelson Mandela Metro, Dora Nginza EMS
 : **Grade 3:** Successful completion of the ILS courses that allows registration with the HPCSA as AEA. Registration with the HPCSA as AEA. Three (3) years' experience after registration with the HPCSA as AEA. **Grade 4:** Successful completion of the ECT programmes courses that allows registration with the HPCSA as ECT. Registration with the HPCSA as an ECT. Three (3) years' experience registration with the HPCSA as ECT. **Grade 5:** Successful completion of the CCA course or National Diploma that allows registration with the HPCSA as Paramedic. Registration with the HPCSA as a paramedic. Three (3) years' experience after registration with the HPCSA as Paramedic. **Grade 6:** Successful completion of the B Tech-degree that allows registration with the HPCSA as ECP. Registration with the HPCSA as an ECP. Three (3) years' experience after registration with the HPCSA as ECP. Appropriate Valid Driver's License. Valid Public Driving Permit. Registration with the HPCSA. Knowledge and Skills: Knowledge of related policies, protocols, directives and legislation e.g. labour relations. Strong Communication and Interpersonal skills. (Verbal and written). Be able to work under pressure, excessive hours and be prepared to travel. Computer Literacy. Commitment, Integrity, Professional, Loyalty and Confidentiality Problem solving. Knowledge of PFMA and Treasury Regulations.

DUTIES : Responsible for all EMS activities in the station. Provide advice on procedures and policy matters to staff. Ensure compliance with all policies operating in the service. Ensure effective communication for ambulances and staff in the station. Ensure that fleet management is properly implemented to provide for the maintenance and replacement of all vehicles. Investigate service complaints received. Ensure the control and have inventory of all resources at the station assist District Manager in the control and implementation of the EMS Policies. Maintain, monitor and review continuous quality improvement for the station in accordance with the policy on quality improvement of EMS. Collect all relevant statistics and indicators. Process all relevant documents including leave forms for human resource submission. Ensure that staff attends to call timeously. Ensure adherence to EMS procedures. Attend to major incidents and co-ordinate such incidents within operational area. Ensure effective control and be accountable over resource in the station. Undertake any other duties as allocated by management. Ensure that station comply with OHS standards in respect of medical waste storage and disposal.

ENQUIRIES : Mr AK Munilal Tel No: (040) 608 1911.

POST 33/206 : **ARTISAN FOREMAN GRADE A REF NO:**
ECHEALTH/ARTF/FEH/ARP/01/01/2023

SALARY : R344 811 – R389 592 per annum, (OSD)
CENTRE : Sarah Baartman, Fort England Psychiatric Hospital
REQUIREMENTS : An applicant must be in possession of Appropriate Trade Test Certificate (Electrical). Five years post qualification experience required as an Artisan. Knowledge of legal compliance, technical report writing, Production process knowledge and skills. Competencies: Problem solving and analysis, Decision making, Teamwork, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing. A valid Driver's Licence is required.

DUTIES : Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.

<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 33/207</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: ECHEALTH/ARTF/ANDRI/APL/01/01/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R344 811 – R389 592 per annum, (OSD) Sarah Baartman, Andries Vooslos Hospital An applicant must be in possession of Appropriate Trade Test Certificate (Electrical). Five years post qualification experience required as an Artisan. Knowledge of legal compliance, technical report writing, Production process knowledge and skills. Competencies: Problem solving and analysis, Decision making, Teamwork, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing. A valid Driver's Licence is required.
<u>DUTIES</u>	:	Coordinate effective rendering of technical services. Lead and guide on all technical activities. Compile technical/ inspection reports. Monitor adherence to safety standard. Ensure maintenance of technical services. Ensure servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work. Supervise human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs.
<u>ENQUIRIES</u>	:	Ms CZ Zozo Tel No: (042) 243 1313, Tel No: (046) 602 2300.
<u>POST 33/208</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/MKZ/ARP/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R334 194 per annum (Level 07) Alfred Nzo, Madzikane ka Zulu Hospital Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Mr. Sigola Tel No: (039) 255 8200/11/12
<u>POST 33/209</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/CH/APL/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R334 194 per annum (Level 07) Chris Hani, Cala Hospital Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).
<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms Z Sentile Tel No: (047) 874 8000
<u>POST 33/210</u>	:	<u>CLINICAL ASSOCIATE REF NO: ECHEALTH/CLINA/WH/APL/01/09/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 – R334 194 per annum (Level 07) Sarah Baartman, Willowmore Hospital Bachelor of Clinical Medical Practice (BCMP). Current registration with medical and dental board of HPCSA as clinical associates. Knowledge and experience of clinical guidelines and protocols of leading diseases. Good communication skills (both written and verbal).

<u>DUTIES</u>	:	Perform patient consultation across all ages in a District Hospital. Apply clinical reasoning in the assessment and of patient. Provide emergency care when need arises. Perform investigative and therapeutic procedures appropriate for District Hospital. Prescribed appropriate medication within the scope of practice. Facilitate communication and provide basic counselling. Integrate understanding of family, community and health system in practice.
<u>ENQUIRIES</u>	:	Ms R Schutte Tel No: (044) 923 1127
<u>POST 33/211</u>	:	<u>PHYSIOTHERAPIST TECHNICIAN GRADE 1 -2 REF NO: ECHEALTH/PTECH/EH/ARP/01/09/2023</u>
<u>SALARY</u>	:	Grade 1: R220 137- R251 706 per annum Grade 2: R259 308 - R314 685 per annum
<u>CENTRE</u>	:	Joe Gqabi, Empilisweni Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapy Technician. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment, and clinical procedures.
<u>DUTIES</u>	:	Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution, under supervision of a qualified physiotherapist. Apply correct protocols to obtain service delivery. Implement quality assurance programs effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.
<u>ENQUIRIES</u>	:	Mr. S.L Bosholo Tel No: (051) 611 0259/078 530 7136.
<u>POST 33/212</u>	:	<u>ARTISAN GRADE A (CARPENTRY) REF NO: ECHEALTH/ART-PL/FEH/ARP/01/01/2023</u>
<u>SALARY</u>	:	R220 533 – R244 737 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman, Fort England Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Carpentry). Knowledge: Technical analysis knowledge, Computer-aided technical Applications. Knowledge of legal compliance, technical report writing, Production process knowledge and skills. Competencies: Problem solving and analysis, Decision making, Teamwork, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing. A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade in Carpentry. Supervise trade assistants and general assistants allocated to the Workshops within the institution allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high-tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.
<u>ENQUIRIES</u>	:	Ms Nazo Tel No: (046) 602 2300
<u>POST 33/213</u>	:	<u>ARTISAN GRADE A (PLUMBING) REF NO: ECHEALTH/ART/FEH/ARP/01/01/2023</u>
<u>SALARY</u>	:	R220 533 – R244 737 per annum, (OSD)
<u>CENTRE</u>	:	Sarah Baartman, Fort England Psychiatric Hospital
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in one of these trade occupations (Carpentry). Knowledge: Technical analysis knowledge, Computer-aided technical Applications. Knowledge of legal compliance, technical report writing, Production process knowledge and skills. Competencies: Problem solving and analysis, Decision making, Teamwork, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing. A valid driver's licence will be an added advantage.
<u>DUTIES</u>	:	Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate

technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade in plumbing. Supervise trade assistants and general assistants allocated to the Workshops within the institution allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high-tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 33/214 : **ARTISAN GRADE A (ELECTRICAL) REF NO: ECHEALTH/ART-ECT/FEH/ARP/01/09/2023 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R220 533 – R244 737 per annum, (OSD)
 : Sarah Baartman, Fort England Psychiatric Hospital
 : Appropriate Trade Test Certificate in one of these trade occupations (Carpentry). Knowledge: Technical analysis knowledge, Computer-aided technical Applications. Knowledge of legal compliance, technical report writing, Production process knowledge and skills. Competencies: Problem solving and analysis, Decision making, Teamwork, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing. A valid driver's licence will be an added advantage.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade in Electrical. Supervise trade assistants and general assistants allocated to the Workshops within the institution allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high-tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 33/215 : **ARTISAN GRADE A (AIRCONDITIONING & REFRIGERATION) REF NO: ECHEALTH/ART-ACR/FEH/ARP/01/09/2023**

SALARY CENTRE REQUIREMENTS : R220 533 – R244 737 per annum, (OSD)
 : Sarah Baartman, Fort England Psychiatric Hospital
 : Appropriate Trade Test Certificate in one of these trade occupations (Carpentry). Knowledge: Technical analysis knowledge, Computer-aided technical Applications. Knowledge of legal compliance, technical report writing, Production process knowledge and skills. Competencies: Problem solving and analysis, Decision making, Teamwork, Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing. A valid driver's licence will be an added advantage.

DUTIES : Render technical services, undertake building and repair work of all technical components in all of the allocated institution/s. Inspect and investigate technical faults in all makes of technical structures and equipment. Perform all trade related duties as per the relevant trade in Air conditioning & Refrigeration. Supervise trade assistants and general assistants allocated to the Workshops within the institution allocated to him/her and mentor all artisan development trainees placed on the platform. Facilitate for outsourcing of high-tech repair and maintenance service and provide for overall support to the infrastructure maintenance and repair services of the province as and when required.

ENQUIRIES : Ms Nazo Tel No: (046) 602 2300

POST 33/216 : **ARTISAN PRODUCTION GRADE A**

SALARY CENTRE : R220 533 – R244 737 per annum, (OSD)
 : Amathole, Tower Psychiatric Hospital
 Ref No: ECHEALTH/AP/TPH/ARP/01/09/2023
 Ref No: ECHEALTH/AP/TWR/01/09/2023

REQUIREMENTS : An applicant must be in possession of trade test certificate in in mechanical/carpentry/plumbing /electrical studies with 3-5 years' experience. Valid drivers' license is required.

DUTIES : Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES : Mrs. V Whitecross Tel No: (046) 645 5008

POST 33/217 : **DENTAL ASSISTANT GRADE 1-2 REF NO:**
ECHEALTH/DA/SP/ARP/01/09/2023

SALARY : Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Alfred Nzo, Sipetu Hospital

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES : Ms Mlotana Tel No: (040) 673 3321

POST 33/218 : **DENTAL ASSISTANT GRADE 1-2 REF NO:**
ECHEALTH/DA/SH/ARP/01/09/2023

SALARY : Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Makana Sub-District, Settlers CHC

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical

function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.
Ms. Qaleni Tel No: (046) 622 4901

ENQUIRIES

POST 33/219

DENTAL ASSISTANT GRADE 1-2 REF NO:
ECHEALTH/DA/PAH/ARP/01/09/2023 (X2 POSTS)

SALARY

Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE

Sarah Baartman, Port Alfred Hospital

REQUIREMENTS

Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES

Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES

Ms N Raco Tel No: (046) 604 4000

POST 33/220

DENTAL ASSISTANT GRADE 1-2 REF NO:
ECHEALTH/DA/GRC/ARP//01/09/2023 (X3 POSTS)

SALARY

Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE

Camdeboo Sub-District, Graaf-Reinet CHC

REQUIREMENTS

Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES

Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES

Mr. MT Buyelo Tel No: (049) 893 0031

POST 33/221

DENTAL ASSISTANT GRADE 1-2 REF NO:
ECHEALTH/DA/WEC/ARP/01/09/2023

SALARY

Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE

Nelson Mandela Metro, West End CHC

REQUIREMENTS

Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or

prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 33/222 : **DENTAL ASSISTANT GRADE 1-2 REF NO:**
ECHEALTH/DA/RC/ARP/01/09/2023

SALARY : Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Rosedale CHC

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 33/223 : **DENTAL ASSISTANT GRADE 1-2 REF NO:**
ECHEALTH/DA/LBC/ARP/01/09/2023

SALARY : Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Nelson Mandela Metro, Letitia Bam CHC

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

POST 33/224 : **DENTAL ASSISTANT GRADE 1-2 REF NO:**
ECHEALTH/DA/NH/ARP/01/09/2023

SALARY : Grade 1: R176 085 - R201 330 per annum (OSD)
Grade 2: R207 414 – R240 702 per annum, (OSD)

CENTRE : Amathole, Nompumelelo Hospital

REQUIREMENTS : Appropriate qualification or prescribed in-service training (with duration of less than 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) as Dental Assistant. Registration with a professional council: Current registration as Dental Assistant with the

HPCSA. Inherent requirement of the job: Willingness to work shifts, including extended hours. Experience: **Grade 1:** None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. **Grade 2:** A minimum of 10 years' appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA as Dental Assistant. Good written and verbal communication skills. Service record as proof of previous where applicable.

DUTIES : Assist in provision of Dental Care service by providing quality dental care patient to PHC dental facility. Perform general route administration/clerical function for dental clinics. Maintain infection control standards in all Oral Health Clinics in the hospital. Provide Oral Health Education.

ENQUIRIES : Ms Mlotana Tel No: (040) 673 3321

POST 33/225 : **PHARMACIST ASSISTANT (BASIC) REF NO: ECHEALTH/PHAB/PED/ARP/01/09/2023 (X2 POSTS)**

SALARY : Grade 1: R128 589 – R199 239 per annum, (OSD)
CENTRE : Nelson Mandela Metro Office, Port Elizabeth Depot
REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant qualification (Basic). Registration with the SAPC to study towards a Basic Pharmacist Assistant qualification. Grade 1: No experience required.

DUTIES : Issue orders to the transit out unit. Store and receive stock from transit-in. Maintain Stock levels. Order, receipt, record, maintain and store pharmaceutical and non-pharmaceutical products (up to including Schedule 5 Pharmaceutical products in accordance with prescribed standard operating procedures and relevant legislations. Pack and pre-pack pharmaceutical products (up to and including schedule 5 pharmaceutical products) under the direct supervision of a pharmacist. Maintain good housekeeping (orderliness, hygiene and cleanliness) in the Pharmaceutical environment.

ENQUIRIES : Ms P Makuluma Tel No: (041) 391 8164

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the post of Clinical Technologist Grade 1: Cariology with Ref No: CHBAH 699 (X1 POST) advertised on the Public Service Vacancy Circular Service 32 dated 08 September 2023 (**For Chris Hani Baragwanath Academic Hospital (CHBAH)**), the salary has been amended as follows: R359 622 per annum, (plus benefits). We apologise for the inconvenience caused.

OTHER POSTS

<u>POST 33/226</u>	:	<u>MEDICAL SPECIALIST: PULMONOLOGY</u> <u>MS/PULM/02/CMJAH/2023</u> Directorate: Internal Medicine Fixed Two Years' Contract
<u>SALARY</u>	:	R1 214 805 per annum, (all-inclusive package), (Please note that the salary will be adjusted according to years of experience as per OSD policy).
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Internal Medicine and or a sub- specialist Internal Medicine. Registration with the HPCSA as Medical Specialist in Internal Medicine. No experience required after registration with the HPCSA as Medical Specialist in Internal Medicine. The following will be an added advantage. Preference will be given to candidates with experience in research, teaching and independent practice with HPCSA. Knowledge: Integrity, Patient first mentality, professional dependability, Cost- containment, management training and experience. Skills: General management skills, excellent communication skills, good professional judgement, leadership experience, conflict management, Technology and computer skills, coaching and mentoring experience.
<u>DUTIES</u>	:	As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post- intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspeciality OPD or Speciality Ward Consultations within a relevant Sub-speciality. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associated clinical staff. Co-Ordination of sub- specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the WITS Internal Medicine and related Departments/ Sub- Specialities. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<u>ENQUIRIES</u>	:	Prof. A. Mahomed Tel No: (011) 488 3654/3554
<u>APPLICATIONS</u>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should

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

- CLOSING DATE** : 02 October 2023
- POST 33/227** : **MEDICAL SPECIALIST GRADE 1 - 3**
Directorate: Medical
- SALARY** : R1 214 805 – R2 001 927 per annum, (all-inclusive package)
- CENTRE** : Tara the H. Moross Centre, Sandton
- REQUIREMENTS** : Appropriate qualification in psychiatry (FC Psych (SA). MMed (Psych) or equivalent qualification recognised by the HPCSA), which allows registration as a specialist psychiatrist with the Health Professions Council of South Africa (HPCSA). Current registration with the HPCSA as an independent specialist psychiatrist. Sound clinical knowledge and skills in psychiatry. Ability to work in a multi-disciplinary team. Ability to fulfil the required teaching and training requirements. Knowledge of legislation, policies and procedures pertaining to mental health care users. Adequate interpersonal skills as well as professional and ethical conduct at all times. A valid driver's license.
- DUTIES** : Provide a direct clinical service and manage a psychiatric inpatient or outpatient unit. The provision of care, treatment and rehabilitation to mental health care users within the framework of the Mental Health Care Act (No 17 of 2002); involvement in other general psychiatry work as needed. Provide outreach services to District Health services and District/ Regional hospitals. Teaching and training of medical students, medical officers and psychiatry registrars, as well as other personnel (e.g. nurses, etc.). To stimulate, assist with and conduct research relevant to the Gauteng Department of Health and Department of Psychiatry. To supervise and manage junior staff, which would include disciplinary responsibilities when necessary. Administrative duties. Active participation in hospital management committees. To assist with the development of policies and protocols of the hospital. Active participation in quality improvement programs including clinical audits, morbidity and mortality meetings and continuous professional development activities. To liaise with external stakeholders when appropriate. To always maintain professional and ethical conduct.
- ENQUIRIES** : Dr. R Price- Hughes Tel No: (011) 535 3001
- APPLICATIONS** : must be delivered to: Tara the H. Moross Centre c/o HR Section, 50 Saxon Road Hurlingham, 2196, or be posted to:- Tara the H. Moross Centre Private Bag X7, Randburg, 2125. Due to technical problems with GPG vacancy website that the institution is consistently facing, applicants are encouraged to apply using hand delivery, postal address.
- NOTE** : 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 claim falsely or fraudulently 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. This post is a joint appointment with the Department of Psychiatry, University of the Witwatersrand. The incumbent will be expected to participate in the teaching program of the department and to provide training to a range of students and healthcare workers.

- CLOSING DATE** : 02 October 2023
- POST 33/228** : **MEDICAL SPECIALIST FELLOW IN NEPHROLOGY REF NO: MSF/NEPHR/02/CMJAH/2023**
Directorate: Internal Medicine – Nephrology
Fixed Two Years' Contract
- SALARY** : R1 214 805 per annum, (all-inclusive - package), (Please note that the salary will be adjusted according to years of experience as per OSD policy)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate Medical qualification that allows registration with the HPCSA as a Specialist in the Internal Medicine. HPCSA registration as Medical Specialist in the Internal Medicine. None experience after registration with the HPCSA as a Medical Specialist in the Internal Medicine. Added advantage: Preference will be given to candidates with experience in research, teaching, and independent practice with HPCSA. Essential Skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience.
- DUTIES** : As a consultant, the candidate will be responsible for the clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up, and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties include managing patients at OPD, managing patients attending the Sub-specialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Co-ordination of specialty services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referrals pathways and development of services at referral hospital. ACADEMIC: Participation in the academic duties of the Wits Internal Medicine and related Department/Sub Specialities. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, registrars, medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
- ENQUIRIES** : Prof. A Mahomed Tel No: (011) 488 4649/3564
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should

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

- CLOSING DATE** : 02 October 2023
- POST 33/229** : **MEDICAL SPECIALIST: PSYCHIATRIST (FULL TIME) GRADE 1/2/3 REF NO: TDHS/A/2023/46 (X1 POST)**
- SALARY** : R1 214 805 per annum, (all inclusive), (Grade of the post and remuneration will be determined by years of experience after registration with the HPCSA as a Medical Specialist according to OSD guidelines)
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : M MED (PSYCH) or FCPSYCH (SA) or equivalent. Relevant experience in community psychiatry, previous academic involvement and research training will be an added advantage. A minimum of one publication and / or scientific conference presentation are required. Skills and Knowledge: Generic knowledge and skills, including relevant ethics, laws, policies, guidelines, and regulations as per Departmental and HPCSA standards, good interpersonal workplace relations, ability to work in a team, computer literacy and training skills. Valid driver's licence.
- DUTIES** : The post is a joint-appointment specialist psychiatrist post in Tshwane District, Gauteng Department of Health, and at the Department of Psychiatry, School of Medicine, Faculty of Health Sciences, University of Pretoria. The main task of this post will be: provision of specialist mental health services in the district, involvement in other general psychiatry work in the District as required; designing and implementing community-based specialist outpatient psychiatric services and community-level outreach programs; organise and manage mental health clinical activities and services in a proficient and integrated manner; support and collaborate with the district Family Physicians and Primary Health Care practitioners in the provision of an integrated comprehensive mental health care services; facilitate intra-and inter-district referral pathways for mental health care services including hospitals and other relevant stakeholders; assist with the development of protocols and procedures on mental health services across all levels of care system in the District; collaborate with non-health sectors within the District regarding identification, care, treatment and rehabilitation of people with mental illness; monitoring and evaluation of services towards improved quality of mental health care, compliance with policies, guidelines and statutory legislation. The successful candidate will be expected to be involved in research academic training and teaching of undergraduate students, postgraduate students, medical officers and other health care professionals, under the Dept. of Psychiatry at the School of Medicine, University of Pretoria. Doing research and supervising research are part of the duties. Other duties also includes general management and administration appropriate to the post, including involvement in the District and

University related committees. An interest to further studies in psychiatry, for example a doctoral degree, is advised.

ENQUIRIES APPLICATIONS : Dr AT Masango Tel No: (012) 451 9247
: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/230 : **DEPUTY MANAGER PRIMARY HEALTH CARE REF NO: WRHD/01/09/2023**
Directorate: West Rand Health District

SALARY CENTRE REQUIREMENTS : R1 045 731 per annum
: Office of Primary Care: West Rand District Health Services
: Basic qualification (diploma/degree in Nursing) or equivalent qualification that allows registration with the South African Nursing Council [SANC], Post basic qualification {will be an added advantage}. Current registration with the SANC. A minimum of 10 years appropriate/recognisable Nursing experience after registration SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience at management level. Other Skills/Requirements: Administrative and advanced Computer literacy to write reports plus District Health Management to be able to develop the Regional Health and Project Management, more experience in the Primary Health Care setting. Knowledge of the application of the relevant statutes and policies governing the public service and health care sciences. Knowledge of the Performance Management and Development System. Knowledge and application of the Constitution; National Health Act; Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Strategic, operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Computer literacy and report writing skills. Applicants to possess driver's license. NB!! A practical test relating to key areas of knowledge and skills may form part of the selection process for this position. Correspondence & engagement will only be entered into with shortlisted candidates who meet the requirements. Additional advantageous skills include project management.

DUTIES : The essential role is to provide leadership, coordinate, plan, manage, and supply effective administration support to the Primary Health Care and Health Programmes in the sub-district. Ensure implementation of the District Health System using the PHC approach including Community Based and Outreach Services with the National and Provincial framework. Plan for the implementation of National Health Insurance (NHI). The key performance areas (KPA's): Preserve good working conditions; optimum resource utilization; process improvement; safety and prevention planning and control; and regularly work within the legislative, regulation and policies frameworks. the key results areas (KRA's): Patient and staff satisfaction always; smooth service management; secure operational cost control; and quality checks occur uninterrupted; and Maintain record keeping. the supervision and leadership acumen: Strive to have the ability or quality to motivate and inspire others to achieve the set goal; and command the process of planning, organizing, implementing, coordinating, and controlling activities. Excellent written

		communication skills, including the ability to prepare documents; and display the capacity in human resource planning, and people management.
<u>ENQUIRIES</u>	:	Ms T. Karigani Tel No: (011) 953 2152 (Monday to Friday: from 08h00 to 16h00)
<u>APPLICATIONS</u>	:	must be submitted to West Rand Health District Services, Cnr Luipaard and Vlei Street, Krugersdorp, or Private Bag X2053, Krugersdorp, 1740. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023 @ 16h00
<u>POST 33/231</u>	:	<u>ASSISTANT MANAGER PHARMACEUTICAL SERVICES REF NO: TDHS/A/2023/47</u> Directorate: Pharmaceutical Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R990 066 per annum, plus service benefits Tshwane District Health Services (Tshwane Regional Pharmacy) Basic qualification accredited with the South African Pharmacy council (SAPC), i.e., Pharmacy bachelor's degree / Equivalent that allows registration with SAPC as a Pharmacist. A minimum of seven (7) years working experience after registration as a pharmacist. Current registration with SAPC. In depth knowledge of the national Drug Policy and legislation pertinent to pharmacy (Essential Medicines List and standard treatment guidelines), PMFA and government regulations, policies and Acts. Knowledge of HR, Finance and Supply Chain. Computer literacy. Appropriate theoretical and clinical knowledge. Conflict and disciplinary management, sound organization, planning and decision-making abilities. Must be able to register as the responsible pharmacist at the Tshwane Regional Pharmacy. Other Skills: Own discipline, knowledge of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.
<u>DUTIES</u>	:	The general duties and responsibilities of the responsible pharmacist (as prescribed by legislation) for the Tshwane Regional pharmacy. Overall management of pharmaceutical services, staff and medicines at the Tshwane Regional Pharmacy. Ensure proper selection and procurement of medicines for Tshwane Regional Pharmacy and Tshwane District Health Services. Establish policy and procedures for the employees in the pharmacy with regards to the acts performed and services provided in the pharmacy. To promote rational and economic prescribing and optimal use of medicines. Ensure safe and effective storage and keeping of medicines or scheduled substances in the pharmacy under his/her direct personal supervision. Ensure the correct and effective record keeping of purchases, sales, possession, storage, safekeeping and returns of medicines or scheduled substances. Good pharmacy practice as published in the Rules of the Council must be adhered to at all times. Responsible for the selection, appraisals and training of pharmacy staff in the Tshwane Regional Pharmacy. Manage all HR requirements of all staff reporting to him/her in the Regional Pharmacy. Assist with the management of the pharmacy budget for medicines, to put measures in place to ensure that there is no under or overspending of the budget and to participate in the demand planning of medicines. Ensure that there is 96% medicine availability at the Regional Pharmacy. Communication strategies with PHC facilities regarding medicines. Ensure occupational health and safety at the Regional Pharmacy. Ensure that fruitful and wasteful expenditure are kept

to a minimum and that measures are in place to prevent fruitful and wasteful expenditure. Handle and oversee all day-to-day activities in the Regional Pharmacy. Be part of the different committees and forums in the District and at Provincial level as and when needed. Participate in meetings in the District and at Provincial level. Attendance and feedback of allocated meetings. Ensure that all performance indicators are monitored and reported on. Develop and manage relevant SOPs at the Regional Pharmacy. Ensure proper cold chain management for thermolabile medicines that includes but not limited to correct storage at the Regional Pharmacy to delivery to PHC facilities. Ensure proper asset management at the Regional Pharmacy. Ensure effective and efficient coordination of campaigns where medicines are involved and liaison with the different program coordinators in the District. Ensure proper management of private providers that receive medicines from the Regional Pharmacy. Performance management and Development System. Deputize for the District Pharmacist.

- ENQUIRIES** : Ms. Michelle Haines Tel No: (012) 356 9202
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023
- POST 33/232** : **MEDICAL OFFICER (ADVISER) REF NO: TDHS/A/2023/48 (X1 POST)**
Directorate: HAST
- SALARY** : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 – R1 129 116 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : MBChB Degree. Registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 3 years as Medical Practitioner after registration with the HPCSA. 5 years' experience in management and capacity building, training in the prevention treatment and care of HIV/AIDS, STI and TB (DS & DR-TB). Master's degree in public health or equivalent qualification will be an added advantage. Other Skills / Requirements: Management of HIV/AIDS, STI and TB in prevention, treatment and Care of HIV/AIDS, STI and TB. Practical experience in providing mentorship in paediatric care treatment programmes. In depth knowledge of Tier.net application in clinical management. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication skill (verbal and written). A valid driver's license.
- DUTIES** : Provide clinical leadership and guidance for the implementation of HIV/AIDS, STI and TB. Provide expertise in areas of all sub-programmes of HAST, i.e. ART, TB, HTS, STIs and Medical Male Circumcision. Participate in the strengthening of comprehensive HIV/AIDS, STI and TB care and treatment services in health facilities. Build staff capacity to improve treatment outcome. Guide HIV/AIDS programmes in selecting appropriate and innovative intervention for HIV care and treatment. Monitoring tests according to national and international standards. Ensure that HAST provincial managers are kept abreast with innovation, latest development and evidence-based trends in research and good practices in the field of HIV/AIDS, STI and TB. Provide regular updates to HAST provincial managers on innovation. Attend meetings and workshops.
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area. No faxed applications will be considered.

- ENQUIRIES** : Ms. Tsholofelo Nkhodi Tel No: (012) 451 9040 / 9022
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023
- POST 33/233** : **MEDICAL OFFICER (MEDICAL MALE CIRCUMCISION) REF NO: TDHS/A/2023/49 (X1 POST)**
Directorate: HAST
- SALARY** : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 –R1 129 116 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : MBChB Degree. Registration with Health Professional Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of 3 years as Medical Practitioner after registration with the HPCSA. 5 years' experience in management and capacity building, training in the prevention treatment and care of HIV/AIDS, STI and TB. Other Skills / Requirements: Management of HIV/AIDS, STI and TB in prevention, treatment, and Care of HIV/AIDS, STI and TB. Training in medical male circumcision with 1 year experience and BLS will be an added advantage. Practical experience in providing mentorship in paediatric care treatment programme. In depth knowledge of Tier.net application in clinical management. Experience in health system strengthening will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint) etc. Communication skill (verbal and written). A valid driver's license.
- DUTIES** : Undertake technical work responsibilities and clinical management of medical male circumcision. Roving to different facilities around Tshwane District to perform MMC. Improve and support HAST activities in facilities by contributing to the clinical management of HAST clients through initiation and management of follow up HAST clients using the recommended Programme guidelines. Contribute to the achievement of 95-95-95 targets through mentoring and coaching of PHC personnel on complicated HAST clients. Establishment of Viraemia clubs for patients not suppressing on ART. Apply understanding of relevant SA DOH HIV/AIDS/STI management guidelines and policies. Render clinical services at the facility level. Develop and give presentations on MMC, TB and HIV to healthcare professionals at facility, Sub-District and District level. Undertake the overall supervision of the MMC roving team. Offer technical advice and support to facility staff on new developments relating to the HAST Programme.
- ENQUIRIES** : Ms. Maswikana Sithole Tel No: (012) 451 9022 / 9154
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023

POST 33/234 : **MEDICAL OFFICERS GRADE1-3 REF NO: TDHS/A/2023/50 (X3 POSTS)**
 Directorate: Family Medicine

SALARY : R906 540 – R1 491 627 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Registration with the HPCSA as a medical practitioner. Basic medical degree (MBBCH or equivalent). Experience in district health service will be an added advantage and experience in general medical practice: PHC; HAST and use of current guidelines. Excellent clinical skills in terms of consultation; history taking; examination; clinical assessment and management procedures. Good professional attitude; communication skills; ethics in relation to patients/families/community; referrals; consent for treatment; teamwork ability and medical records keeping. Willingness to work/participate in outreach programmes in any PHC facilities within the district health service. Post graduate diploma or relevant medical degree is an advantage.

DUTIES : Facilitate and support the provision of primary health care services in the district including clinics, Community health centers and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training activities for nurses, intern and community service doctors in the district.

ENQUIRIES : Dr. AT Masango-Makgobela Tel No: (012) 451 9247/ 072 879 9349 Monday to Friday during office hours

APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/235 : **REGISTRARS REF NO: TDHS/A/2023/51 (X8 POSTS)**
 Directorate: Family Medicine

SALARY : R906 540 per annum
CENTRE : Tshwane District Health Services:
 (X5 SMU and X3 UP)

REQUIREMENTS : Matric. MBChB or equivalent. Candidate have current registration with the Health Professions Council of South Africa (HPCSA) as an independent practitioner. A candidate must have completed 12 months of community service. BLS and ACLS or PALS or ATLS will be an added advantage. An applicant must be a permanent / naturalized South African resident. The candidate should indicate the Preferred University as this is a joint advert with Sefako Makgatho Health Sciences University (SMU) and University of Pretoria (UP). Other Skills / Requirements: Own discipline, knowledge of relevant legislations, regulations, health programs and policies, program planning, implementation and evaluation. Information management, quality assurance and improvement programs, leadership, problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Must have planning and organizational skills. Good written and verbal communication skills are needed. Candidates must have a driver's license.

DUTIES : The successful candidates will be responsible for rendering clinical service at Primary Health facilities and in line with specific training curriculum of the

training Family medicine department, assessment and treatment of patients. A registrar is expected to carry out related administrative duties, to participate in all activities of Family Medicine which relate to teaching and research. S/he will participate in departmental audit activities, prepare and write reports. The registrar will be rotated through related departments at various hospital complexes in their specific outreach programs in line with the departmental curriculum of the preferred University, including community health centres and clinics. Perform any other related function as required by the manager. Commuted overtime is compulsory and RWOPS is not permitted in this training post. The post is a four year non renewal contract program and the applicant is expected to vacate the post upon completion of the stipulated period.

ENQUIRIES : Dr. AT Masango-Makgobela Tel No: (012) 451 9247/ 072 879 9349. Monday to Friday during office hours

APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/236 : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 700**
Directorate: Paediatrics and Child Health
Re-Advertisement

SALARY CENTRE : R906 540 per annum, (all-inclusive package)
: Department of Paediatrics and Child Health:
Chris Hani Baragwanath Academic Hospital (X10 Posts)
Charlotte Maxeke Johannesburg Academic Hospital (X4 Posts)
Rahima Moosa Mother (X3 Posts)

REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. HPCSA registration as a Medical Practitioner. Must be post Community Service. Current HPCSA for April 2023\ March 2024. No experience required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. 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 National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical officers will inter alia be responsible for rendering of clinical services, assessment, and treatment of patients. Medical officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

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

- APPLICATIONS** : applications can as an alternative also be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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). N.B: For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 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. Employment Equity.
- CLOSING DATE** : 02 October 2023
- POST 33/237** : **MEDICAL REGISTRAR REF NO: CHBAH 701**
Directorate: Paediatrics and Child Health
Re-Advertisement
- SALARY CENTRE** : R906 540 per annum, (all-inclusive package)
: Department of Paediatrics and Child Health:
Chris Hani Baragwanath Academic Hospital (X4 Posts)
Charlotte Maxeke Johannesburg Academic Hospital (X5 Posts)
Rahima Moosa Mother
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Must be post Community Service. Must have FCPaed Part 1. Current HPCSA for April 2023\ March 2024.Exposure as Medical Officer in a training institution in a relevant department or outside the training institutions in a relevant department will be added as advantage.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to

do commuted overtime. 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 National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Registrars will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Registrars will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Registrars will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS). Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).

**ENQUIRIES
APPLICATIONS**

: Prof Velaphi Tel No: (011) 933 8400/ 8416
 : applications can also, as an alternative, be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (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). NB: For Charlotte Maxeke Johannesburg Academic Hospital, Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 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. Employment Equity.

CLOSING DATE

: 02 October 2023

POST 33/238 : **MEDICAL OFFICER GRADE 1 REF NO: CHBAH 702 (X1 POST)**
 Directorate: Obstetrics and Gynaecology
 Re-Advertisement

SALARY : R906 540 per annum, (all-inclusive package)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner. Current HPCSA for April 2023\ March 2024. No experience required.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient. Supervising junior doctors (undergraduate students, interns, and community service doctors). Attendance of relevant administrative meetings like mortality meetings, near miss meetings, and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by 116 providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (Norms and Standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team to them 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 of after-hour (night, weekend and public holiday) duties to provide continuous uninterrupted care of patients.

ENQUIRIES : Prof Y. Adam Tel No: (011) 933 8156
APPLICATIONS : applications 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). Please use the reference as subject.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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 : 02 October 2023

- POST 33/239** : **MEDICAL REGISTRAR REF NO: MR/DR/CMJAH/01/2023**
Directorate: Diagnostic Radiology
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Registrar Medical. Registration with the HPCSA as Registrar (Medical). No experience required after registration with the HPCSA as Registrar (Medical).
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient related administrative duties, participating in all activities of the discipline in relation to teaching and research, participating in departmental audit activities, preparing, and writing of reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns, and community service doctors). Willing to do commuted overtime. 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 National Core Standards (norms and standards). Participate in multidisciplinary team to the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentation, lectures, and ward rounds. Ensure that administration and record keeping is done in the department. Rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Medical Officers will inter alia be responsible for rendering of clinical services, assessment and treatment of patients, Medical Officers will be rotated through related departments at various hospitals, comprising hospitals served in their specific outreach programmes. Medical Officers will be appointed jointly between the Gauteng Provincial Government and the following tertiary institutions: University of the Witwatersrand (WITS).
- ENQUIRIES** : Dr L. Gabuza Tel No: (011) 488 3368/4556
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with

- disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 02 October 2023
- POST 33/240** : **MEDICAL REGISTRAR REF NO: MR/PSYCH/01/CMJAH/2023**
Directorate: Psychiatry
- SALARY CENTRE** : R906 540 per annum, (all-inclusive package)
Charlotte Maxeke Johannesburg Academic Hospital, Chris Hani Baragwanth Academic Hospital, Hellen Joseph, Tara hospital, Sterkfontein hospital, Westrand District, Sedibeng District, Ekurhuleni District and Metro District.
- REQUIREMENTS** : Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current registration with the HPCSA as Medical Practitioner. The following will be an added advantage: Post qualification, at least 6 months of clinical experience in an academically affiliated facility. Diploma in Mental Health and or Part I FCPsych examination.
- DUTIES** : Clinical assessment of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping of all laboratory results. Participation in ward/ departmental administrative duties. Commitment to highest level of care, ethics, professionalism and punctuality. Work responsibly within a multi-disciplinary team and reporting of all conflicts of interest and corruption. Participate in outreach academic and reach programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Registrars will be expected to perform clinical and overtime duties at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of Witwatersrand Academically. Attend the psychiatry teaching programme as per the department of Psychiatry at Wits University. Conduct research under supervision, with respect to the attainment of the MMED, train in the various psychotherapy modalities; teach and supervise medical and undergraduate students as well as medical interns.
- ENQUIRIES** : Dr. N Afriedien Tel No: (010) 214 0612
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the

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

- CLOSING DATE** : 02 October 2023
- POST 33/241** : **MEDICAL REGISTRAR REFNO: MR/ENT/CMJAH/01/2023**
Directorate: ENT
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Charlotte Maxeke Johannesburg Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows for registration with HPCSA as a Medical Registrar. Registration with the HPCSA as Medical Registrar. No experience required after registration with the HPCSA as a Medical Registrar.
- DUTIES** : As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participate in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns, medical officers and other service commitments to CMJAH and cluster hospital, commitment to overtime, commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.
- ENQUIRIES** : Dr. S Motakef Tel No: (011) 488 4812
Ms M.P. Rapetswa Tel No: (011) 4883711
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 02 October 2023

POST 33/242 : **MEDICAL OFFICER REF NO: MO/OPHTH/CMJAH/01/2023**
 Directorate: Ophthalmology

SALARY : R906 540 per annum, (all-inclusive package), (Please note that the salary will be adjusted according to years of experience as per OSD policy).

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. No experience required after registration with HPCSA as Medical Practitioner.

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

ENQUIRIES : Prof A. Makgotloe Tel No: (011) 717 2549
 Ms M.P. Rapetswa Tel No: (011) 488 3711

APPLICATIONS : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.

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

CLOSING DATE : 02 October 2023

POST 33/243 : **MEDICAL OFFICER REF NO: MO/PSYCH/01/CMJAH/2023**
 Directorate: Psychiatry

SALARY : R906 540 per annum, (all-inclusive package), (Please note that the salary will be adjusted according to years of experience as per OSD policy).

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital, Chris Hani Baragwanth Academic Hospital, Hellen Joseph, Tara hospital, Sterkfontein hospital, Westrand District, Sedibeng District, Ekurhuleni District and Metro District.

REQUIREMENTS : Appropriate qualifications that allow registration with HPCSA as Medical Practitioner. Registration with the HPCSA as a Medical Practitioner. No experience required after registration with HPCSA as Medical Practitioner. The following will be an added advantage: Diploma in Mental Health and experience in psychiatry.

DUTIES : Clinical assessment, History taking, Mental status examination and physical examination of psychiatric patients, formulation, development and execution of evidence based and compassionate patient care plans. The application of cost

containment measures in service delivery is important. Assessment and management of medical and psychiatric emergencies. Counselling and education of patients and families. Proper clinical record keeping, including all laboratory results. Preparation of referral letters and discharge summaries for all patients. Participation in ward / departmental administrative duties. Teaching of students. Commitment to highest level of care, ethics, professionalism and punctuality. Work within a multi-disciplinary team and report all conflict of interest and corruption. Participation in outreach, academic and research programs at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand. Clinical and overtime duties performed at any of the Gauteng Health facilities affiliated to the Department of Psychiatry at the University of the Witwatersrand.

- ENQUIRIES** : Dr. N Afriedien Tel No: (010) 214 0612
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
- NOTE** : The new Z83 form must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae only. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
- CLOSING DATE** : 02 October 2023
- POST 33/244** : **DENTIST GRADE 1/2/3 REF NO: DENTGDP09/23**
Directorate: General Dental Practice (GDP)
- SALARY** : R880 521 – R1 197 150 per annum, (inclusive package), exc. commuted overtime
- CENTRE** : Wits Oral Health Centre
- REQUIREMENTS** : Registration with HPCSA as a Dentist in the category of independent practice. Minimum of 5 years' appropriate experience post community service as a Dentist preferably with exposure to undergraduate teaching and training. MSc Dent Degree/equivalent or postgraduate qualification in a Health related field will be an added advantage.
- DUTIES** : Dentist will be responsible for clinical service rendering including extended clinical platforms, teaching and training, conduct research and participate in all departmental activities and related administration. Ability to perform under pressure and meet deadlines. Incumbent will also be expected to participate in relevant committees, as and when necessary.

- ENQUIRIES** : Dr DF Kotsane: DaisyFidelis.Kotsane@wits.ac.za
 HCU: General Dental Practice
- 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** : 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** : 02 October 2023
- POST 33/245** : **CLINICAL PSYCHOLOGIST REF NO: TDHS/A/2023/52 (X2 POSTS)**
 Directorate: Mental Health
- SALARY CENTRE REQUIREMENTS** : R790 077 – R1 249 254 per annum
 : Tshwane District Health Services
 : Appropriate qualifications that allow for registration with the HPCSA in the category Clinical Psychologist (Independent Practice). At least one year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa. Current registration with the HPCSA as Clinical Psychologist (Independent Practice). A valid South African driver's license. A completed Z83 form and a CV should accompany the application. Other Skills / Requirements: Generic knowledge, including relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards, knowledge of the health system and surrounding public / private systems, including referral networks, and relevant local resources. Profession specific knowledge, including current psychometrics, psychopathology, psychotherapy, neuropsychology, psychopharmacology, developmental psychology, health psychology, community psychology, research methodology and statistics, and professional practice. Generic skills, including language proficiency, problem solving, self-organization: planning, time management and ability to work independently, workplace relations, ability to work in a team, information utilization, listening skills, effective communication, conflict management, computer literacy, and presentation and training skills. Profession specific skills, including: clinical interviewing skills, psychometric administration and interpretation skills, general formulation skills, diagnostic skills, psychological intervention skills, report writing skills, networking skills, and research skills. Interest and experience in community mental health will be an added advantage.
- DUTIES** : To provide psychological services within the district health system context: Ambulatory preventive, curative, rehabilitative and palliative psychological care to people with suitably severe mental illness who are beyond the scope of practice of PHC; and providing support and training for primary health care teams in the management of mental health conditions. Psychological case formulation, which may include mental status examinations and mental health diagnoses. Conduct psychological assessments related to appropriate referral questions. Provide appropriate, evidence-based psychological intervention(s) related to case conceptualization(s). (Community-level) Health promotion and prevention activities. Collaborate with and provide support and training for PHC, CCPT and other teams. Record keeping, schedule management, completion of statistics, clinical and periodic reports, as well as other related administrative duties.
- ENQUIRIES** : Mr Jacques L Labuschagne at 071 606 1934

- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023
- POST 33/246** : **PHARMACIST GRADE 1 REF NO: TDHS/A/2023/53**
Directorate: Pharmaceutical Services
- SALARY** : R768 489 per annum
CENTRE : Tshwane Regional Pharmacy
REQUIREMENTS : Bachelor of Pharmacy (B.Pharm Degree) or equivalent qualification accredited by the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Registration with the SAPC as a Pharmacist. No experience required after registration as Pharmacist with SAPC in respect of RSA qualified employees who performed community service in relevant profession as required in South Africa. Other Skills / Requirements: Own discipline, knowledge of relevant legislation, regulations, policies, implementation and Information management, quality assurance and improvement programmes. Leadership and communication. Problem solving, computer literacy, stress tolerance, self-confidence, objectiveness and empathy. Acquaintance with standard operating procedures and primary healthcare standard treatment guidelines. Work effectively as part of a team. No criminal record or dismissal for misconduct at previous place(s) of work.
- DUTIES** : The provision of pharmaceutical services in Tshwane Health District. Evaluation of the patient related needs by determining the indication, safety, and effectiveness of the prescribed therapy. Dispensing of medicines or scheduled substances as prescribed according to the district formulary. Furnishing of information and advice to any person in regard to the safe and effective use of medicine. Comply with standard operating procedures and statutory regulations (GPP, GMP and PMFA). Liaise with healthcare professionals in the PHC facilities in regard to pharmaceutical services. Stock control and correct handling and storage of medicines. Ensure compliance to standard treatment guidelines and EML in the District. Participate in the pharmaceutical programs in the district for e.g. CCMDD, SVS, ideal clinic for pharmacies, dispensaries and medicine rooms. Providing in-service training, promoting the safe and rational use of medicines. Monitor the availability of medicines at the Tshwane Regional Pharmacy and PHC facilities. Ensure safekeeping of medicines. Supervising of pharmacist assistants and other support staff at the Regional Pharmacy. Promote public health, quality priorities and Batho Pele Principles. Deputize for the senior pharmacists. Perform all duties within the scope of practice of a pharmacist. Evaluate and manage staff performance and development within your area. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment). Monitoring of and implementing measures to reduce fruitless and wasteful expenditure in Tshwane Health District.
- ENQUIRIES** : Ms M Haines Tel No: (012) 356 9201
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful.

The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 06 October 2023

POST 33/247

: **ASSISTANT MANAGER NURSING REF NO: TDHS/A/2023/54**
Directorate: Non-Communicable Diseases, Geriatrics and LTDOT

SALARY
CENTRE
REQUIREMENTS

: R683 838 - R767 184 per annum
: Tshwane District Health Services
: An appropriate diploma/degree in Nursing Science or equivalent qualification that allows registration with South African Nursing Council (SANC) as Professional Nurse. A post basic qualification in Primary Health Care with a duration of at least five (5) years, accredited by the SANC. A postgraduate degree in Management will be an added advantage. current Registration with SANC as a professional Nurse. Five (5) years' experience in the management of Chronic Diseases in the Districts/Health facilities is highly recommended. A valid driver's license. Strong clinical skills, theoretical knowledge, and conversant with procedures and guidelines (Non-Communicable Diseases plus). Other Skills / Requirements: Excellent Communication (written, verbal, presentation, negotiation, and liaison) skills. Skills in preparations for National and Provincial Campaigns. Proficiency in Microsoft Office in particular Word, Excel, Microsoft Teams, and PowerPoint. Assist in the management of Non-Communicable Diseases Plus (NCDs+) and the training of Health Care Workers on the NCDs+. An ability to supervise. Ability to solve problems with proven analytic skills. Knowledge of the following important Acts: The Public Service Act, the Public Service Regulation, the Public Finance Management Act as well as National Health Act. A high level of diligence and commitment in ensuring that all duties are performed within tight and stipulated timeframes with outputs that are of the required quality. Knowledge of the concept of the Departmental Annual Performance and Strategic Plans.

DUTIES

: Assist in the Implementation, Support, Monitoring and Evaluation of Non-Communicable Disease, Geriatric and Long-Term Domiciliary Oxygen Therapy (LTDOT) strategic goals in the district. Liaise with internal and external stakeholders in the management of NCDs+. Assist in organizing, attending, and leading NCDs meetings and other related meetings relevant to the program at all levels of care. Provide the necessary support during disease outbreaks and campaigns within the district, especially in the Long-Term care residential facilities (LTCRF). Champion the NCDs Prevention and Control Committee in Tshwane District. Develop Quality Improvement plans to improve the management of chronic diseases. Assist in implementing Key Geriatric Activities in the district. Provide necessary support to the funded and non-funded Older Persons Long-Term Care Residential Facilities and Service Centres. Monitor and support the implementation of the RT72 contract through the administration of the Long-Term Domiciliary Oxygen Therapy (LTDOT) Programme for patients (children and adults) with Chronic Obstructive Airways Diseases. Be responsible for the planning and budgeting for the cluster. Collate, analyses, and disseminate relevant NCDs data and reports, and keep records to provide a Portfolio of evidence to collaborate with these reports.

ENQUIRIES
APPLICATIONS

: Dr S.K Reinprecht Tel No: (012) 451 9290
: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

		Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/248</u>	:	<u>ASSISTANT MANAGER (PNB4) REF NO: TDHS/A/2023/55</u> Directorate: PHC Sub District 1
<u>SALARY CENTRE REQUIREMENTS</u>	:	R683 838 - R767 184 per annum, plus benefits Tshwane District Health Services Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a Post basic qualification with duration of at least 1 year in Curative Skills in Primary Health Care accredited with the SANC plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration/Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. Current registration with the SANC as Professional Nurse. A minimum of 10 years appropriate/recognisable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post basic qualification in the relevant speciality. At least 3 years of the period referred to above must be management experience in in either District Health Services or PHC Setting. Valid Driver's license is a requisite. Potential candidates should be computer-use competent on related modern-day functions & activities. Other Skills / Requirements: Knowledge of the application of the relevant statutes and policies governing the public service and nursing profession. Knowledge of the Performance Management and Development System. Knowledge and application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of the Batho-Pele principles, Patients' rights charter and quality assurance system. Well-developed communication, presentation, negotiation and research skills. Operational and people management skills. Ability to interact with diverse stakeholders and health users and givers. Facilitation and co-ordination skills. Problem solving, planning and organizing skills. Effective and competent use of modern-day technology to communicate and advance any other departmental mandates. Shortlisted Candidates may be assessed for computer competency as part of selection.
<u>DUTIES</u>	:	Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of all resources. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS) Liaise the Sub-District, District and all other essential stakeholders.
<u>ENQUIRIES</u>	:	Mr M.E Makhudu Tel No: (012) 451 9059 during office hours only (08h00-16h00)
<u>APPLICATIONS</u>	:	must be submitted to First Floor Reception; Tshwane Health District Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Streets, Pretoria, 0002. No faxed applications will be considered. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful.

The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 06 October 2023

POST 33/249

: **ASSISTANT MANAGER (PNB-4) REF NO: TDHS/A/2023/56 (X1 POST)**
Directorate: Laudium CHC

SALARY

: R683 838 - R767 184 per annum

CENTRE

: Tshwane Health District Services

REQUIREMENTS

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

DUTIES

: Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by: Providing comprehensive District Health Services ranging from nursing services in mental health, maternal & child health, in-and out-patients, occupational, infection, environmental, rehabilitative, quality assurance and any associated care as may be deemed fit by the relevant authority(ies). Monitor that the Sub-District meets and/or exceeds set performance targets & aspirations. Implement Batho-Pele principles, Patient Rights Charter. Ensure implementation of Quality Assurance determinations, including Ideal Health Facility Realisation Programme and Office of the Health Standards Compliance prescripts. Monitor development, implementation, monitoring and evaluation of Quality Improvement Plans. Manage the development, implementation and updating of relevant Standard Operating Procedures. Ensure effective and efficient management of human, financial & material resources. Proactively, independently & autonomously manage labour relations affairs, including consequential management. Promote practice and compliance with ethical and professional expectations. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. Liaise the Health Centre with Sub-District, District and all other essential stake-holders.

ENQUIRIES

: Mr SR Makua Tel No: (012) 354 7687 / 079 872 6077; Monday to Friday; during office hours

APPLICATIONS

: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023
- POST 33/250** : **ASSISTANT MANAGER NURSING SPECIALTY REF NO:**
AMNS/CC/03/CMJAH2023
Directorate: Nursing Department – Critical Care
(Re- advertisement)
- SALARY CENTRE REQUIREMENTS** : R683 838 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: Grade 12 or equivalent. Basic R425 qualification (Diploma/ Degree in Nursing) that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. The post basic nursing qualification of the duration of 1 year, accredited with SANC in Critical Care Nursing. A minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1-year Critical Care Nursing. At least 3 years of the period must be appropriate at management level. The following will be an added advantage: Nursing administration qualification and computer literacy.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.
- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424
Ms M. Maseko Tel No: (011) 488 4732
- APPLICATIONS** : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The

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

- CLOSING DATE** : 02 October 2023
- POST 33/251** : **OPERATIONAL MANAGER SPECIALTY REF NO:**
OMS/GIT/03/CMJAH2023
 Directorate: Nursing Department: Upper GIT and Hepato-biliary Oncology Ward
- SALARY** : R627 474 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12. Basic R425 qualification (diploma/ degree in nursing) or equivalent qualification that allows registration with the South African Council as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year, accredited with SANC in Oncology nursing or Critical Care Nursing. Registration with the SANC as Professional Nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Oncology nursing or Critical Care Nursing after obtaining the 1-year post-basic nursing qualification The following will be an added advantage: Nursing administration qualification and computer literacy.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the health Facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilization at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.
- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424
 Ms M. Maseko Tel No: (011) 488 4732

APPLICATIONS : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.

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

CLOSING DATE : 02 October 2023

POST 33/252 : **OPERATIONAL MANAGER SPECIALTY REF NO:**
OMS/PAED/03/CMJAH2023
Directorate: Nursing Department: Paediatric Ward

SALARY : R627 474 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12. A basic qualification accredited with SANC in terms of Government Notice 425 (diploma/ degree) in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. The post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Child nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Child nursing after obtaining the 1-year post-basic nursing qualification. The following will be an added advantage: Nursing administration qualification and computer literacy.

DUTIES : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the Institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilization at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper

nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Will be required to do hospital calls as required by the service.

- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424
Ms M. Maseko Tel No: (011)488 4732
- APPLICATIONS** : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
- CLOSING DATE** : 02 October 2023
- POST 33/253** : **OPERATIONAL MANAGER SPECIALTY STREAM REF NO:**
OMS/PW/03/CMJAH2023
Directorate: Nursing Department: Postnatal Ward
- SALARY** : R627 474 per annum, (all-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade 12. A basic qualification accredited with SANC in terms of Government Notice 425 (diploma/ degree) in nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Registration with SANC as a Professional Nurse. The post basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Post Basic Midwifery and Neonatal nursing. Have a minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience in Post Basic Midwifery and Neonatal nursing after obtaining the 1-year post-basic nursing qualification. The following will be an added advantage: Nursing administration qualification and computer literacy.
- DUTIES** : To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the health facility. To promote quality of nursing care as directed by the professional scope of practice and standards as

determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. to demonstrate effective communication with patient, relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team and optimal theatre utilization at night. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department.

- ENQUIRIES** : Mr GNB Moeng Tel No: (011) 488 3424
 Ms M. Maseko Tel No: (011) 488 4732
- APPLICATIONS** : should be submitted at Charlotte Maxeke Johannesburg Academic Hospital, Admin Building Room 08. No. 17 Jubilee Road, Park town 2193.
- NOTE** : The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. Coloured Males, Coloured Females, Indian Males and Indian Females, African males and African Females are encouraged to apply.
- CLOSING DATE** : 02 October 2023
- POST 33/254** : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2023/57 (X1 POST)**
 Directorate: Nursing
- SALARY** : R627 474 – R703 752 per annum
CENTRE : Tshwane Health District – Adelaide Tambo Clinic
REQUIREMENTS : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a General Nurse & Midwifery plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or

in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services. The candidate should be computer literate and possess a valid & unendorsed driver's licence including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.

DUTIES : To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the workplace. Liaise the Sub District, District and all other essential stakeholders.

ENQUIRIES : Mr SR Makua @ 079 872 6077; Monday to Friday and during office hours only
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023 @ 15h00

POST 33/255 : **OPERATIONAL MANAGER (PHC) REF NO: TDHS/A/2023/58 (X1 POST)**
 Directorate: Nursing

SALARY : R627 474 – R703 752 per annum
CENTRE : Tshwane Health District – Laudium CHC
REQUIREMENTS : Matric / Snr Certificate / Grade 12, Valid ID, Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a General Nurse & Midwifery plus a post basic nursing qualification (Primary Health Care / Nursing Assessment, Diagnosis and Treatment) with duration of at least 1 year accredited with SANC in terms of government notice No. 212 plus a Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma) qualification of a minimum duration of one-year in Nursing Administration / Management or in Health Care Services Management obtained from a recognised and registered tertiary institution and similarly, recognised by SAQA. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC, at least 3 years of the period referred to above

must be appropriate/recognizable experience in nursing management, should be able to demonstrate knowledge of legislations relevant to health care services. The candidate should be computer literate and possess a valid & unendorsed driver's licence including competency in driving. Shortlisted candidates will be assessed for computer-use competency. Correspondence & engagement will only be entered into with candidates who meet the requirements.

DUTIES : To plan, organise and monitor the objectives of the PHC facility in the consultation with District Management & Subordinates. Provision of Quality Nursing Care through the implementation of standards, policies and procedures coupled with supervision and monitoring the implementation thereof. To provide a therapeutic environment to staff, patients and the public. To effectively manage the utilisation and supervision of human, material and financial resources. Coordination of the provision of effective training and research. Maintain professional growth / ethical standards and self-development. Implement & monitor aspirations of PMDS. Implementation and management of Infection Control and Prevention Protocols as well as Occupational Health & Safety Standards. Maintain accurate and oversee completion of patient records according to legal requirements. Operate and manage relevant District Health Information Management Systems (DHIMS); particularly producing top-end data. To participate in quality improvement programmes and activities. Have insight and be able to conduct Ideal Health Facility Realisation assessments. Have deep insight into OHSC processes and prescripts. Conduct periodical clinical audits. Participate in staff & student development activities. Exercise independent control over discipline, grievance and labour relations issues according to the existing policies and procedures. Identify, develop and exercise management of risk in the workplace. Liaise the Sub District, District and all other essential stakeholders systems within the unit. Uphold the Batho Pele and Patients' Rights Principles.

ENQUIRIES : Mr SR Makua @ 079 872 6077; Monday to Friday, during office hours only
APPLICATIONS : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023 @ 15h00

POST 33/256 : **ASSISTANT DIRECTOR: THERAPEUTIC SERVICES REF NO: TDHS/A/2023/59**
 Directorate: Rehabilitation Services

SALARY : R578 367 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Appropriate qualification (degree) that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as Speech and Audiology, Speech therapist, Audiologist, Physiotherapy, Occupational therapist, social workers and podiatrist. Approximately 8 years' experience as an independent practitioner of which 5 years must be in management. (Chief supervisory level/ Coordinator). Must have good communication skills. A valid registration with HPCSA or SACSSP. Knowledge in the relevant policies, protocols, and guidelines. Relevant experience in Management and primary health care services. A valid manual Driver's license is essential. Must be able to work under pressure, computer literacy (Word, Power point, and Microsoft excel). Must be proactive, innovative, and independent leader.

DUTIES : Provide leadership at Tshwane District Therapeutic and support services. Give input and ensure adherence to District, Provincial and national legislation. Implement and contribute to proper utilization of allocated financial and

physical resources. Submission of weekly, monthly, quarterly, and annual Therapeutic services reports, statistics and other administrative duties to district and provincial Therapeutic services Directorate. Establish good working relationships with other stakeholders within the district e.g. NGO's, NPO's, Mental Health, Organizations for People with Disabilities etc. Coordinate and ensure health Promotion, prevention and community intervention activities are rendered in the district. Ensure continuous professional development activities. Implementation of quality assurance policies and development of quality improvement plans the unit is adhered to. Attend all relevant meetings at District and Provincial levels. Provide support to sub district Therapeutics services. Provide support to the sub district Therapeutic Services.

ENQUIRIES : Dr S.K Reinprecht Tel No: (012) 451 9290 & Mobile at 082 452 9845 (Monday-Friday during working hours only 07h30-1600)

APPLICATIONS : must be submitted to Tshwane Health District, Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0001. 1st Floor. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/257 : **CHIEF DIETICIAN REF NO: TDHS/A/2023/60 (X1 POST)**
Directorate: Nutrition

SALARY : R520 785 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Bachelor of Dietetics Degree. Completed community service. Current registration with HPCSA as dietician: independent practice. At least one year experience working as dietician after completing community service. Valid driver's licence (manual transmission). Own transport. Computer literacy in Word, Excel, PowerPoint, internet and e-mail. Other Skills / Requirements: Experience working in government clinic or district/provincial office will be beneficial. Attendance of Severe Acute Malnutrition (SAM) and Mother Baby Friendly Initiative (MBFI)/lactation management courses will be beneficial. Advanced computer literacy will be beneficial. Good verbal and written communication skills.

DUTIES : Render effective, patient centred dietetics service in allocated health facilities in adherence to scope of practice and health protocols. Supervise allocated subordinates. Work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. Participate in student training, supervision and performance evaluation. Implement and monitor Integrated Nutrition Programme (INP) strategies, including Vitamin A supplementation, the Community Based Nutrition Initiative, growth monitoring and promotion, Mother Baby Friendly Initiative and Nutrition Counselling, Support and Treatment. Provide nutrition promotion, advocacy and education to communities and counselling and advice to individuals for appropriate nutrition and awareness. Technical support in facilities, including stock control of nutritional supplements, equipment and materials, as well as in-service training of staff. Exercise care with all consumables and equipment. Perform accurate record keeping, data collection and reporting on Nutrition indicators. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Adhere to Provincial, Facility and Departmental policies, procedures, guidelines and regulations. Strict adherence to HPCSA and departmental policies.

ENQUIRIES : Mrs. Lindi de Bruyn Tel No: (012) 451 9000 x9260
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023
- POST 33/258** : **CLINICAL PROGRAM COORDINATOR MATERNAL AND WOMEN'S HEALTH REF NO: TDHS/A/2023/61 (X1 POST)**
Directorate: Health programmes
- SALARY** : Grade 1: R497 193 – R559 686 per annum
Grade 2: R575 898 – R645 720 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (Degree or Diploma in Nursing). A minimum of 7 years appropriate/recognizable experience in Nursing post registration as a professional nurse. At least 3 years of the period referred to above must be appropriate/recognizable experience as a clinician providing Maternal Health services in a Primary Health Care setting. A qualification in Advanced midwifery is an added advantage. Other Skills / Requirements: Good verbal and written communication skills. Computer literacy. Valid Driver's License
- DUTIES** : Coordinate and facilitate planning for Maternal and Women's Health programme activities in the district. Supervision and support of facilities on implementation of Maternal and Women's Health services. Participate in training and mentoring on programme related activities (Basic Antenatal Care plus model, Contraceptive and Fertility Planning; PMTCT). Participate in the planning and implementation of the programme according to the prescribed Policies, Guidelines, and Protocols. Conduct data analysis and compile quality improvement plans for underperformance on programme related indicators. Support health care facilities in all aspects of service delivery and policy implementation related to the programme. Participate in the development of clinical record audit tools in line with current policies and Office of the Health Standards Compliance requirements. Ensure availability and monitor implementation of policies and guidelines relating to the programme. Facilitate and coordinate implementation of surveillance systems e.g., Perinatal Problem Identification Program (PPIP) for analysis of perinatal mortality within the district.
- ENQUIRIES** : Ms RT Makau Tel No: (012) 451 9006
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023

<u>POST 33/259</u>	:	<u>NUCLEAR MEDICINE RADIOGRAPHER REF NO: NECLMED/RADIO/CMAJH/01/2023</u> Directorate: Nuclear Medicine
<u>SALARY</u>	:	R444 741 per annum, (plus benefits), (Please note that the salary will be adjusted according to years of experience as per OSD policy).
<u>CENTRE</u>	:	Charlotte Maxeke Johannesburg Academic Hospital
<u>REQUIREMENTS</u>	:	Appropriate Qualifications that allows for the required registration with the HPCSA in Nuclear Medicine Radiography. Registration with the HPCSA as Diagnostic Radiographer. 4 (Four) years appropriate experience after registration with the HPCSA as Diagnostic Radiographer. Knowledge and skills: Sound knowledge of Nuclear Medicine procedures and equipment. Clinical competency and dexterity in procedures. Good communication and problem-solving skills. Knowledge of health and safety policies, regulations and acts. Knowledge of quality assurance procedures and methods. Sound knowledge of radiation safety and protection regulations.
<u>DUTIES</u>	:	Render effective patient centred Nuclear Medicine service for in-patients and out-patients in adherence to the scope of practice health protocols. Assist in or perform complex nuclear medicine procedures. Implement and maintain the quality assurance and National Core Standards at departmental level. Perform record keeping data collection, assist with budget control and assets management. Participate in professional development of self, colleagues and members of the inter-disciplinary team.
<u>ENQUIRIES</u>	:	Prof M.D. T.H. Vangu Tel No: (011) 488 3608 Ms M.P. Rapetswa Tel No: (011) 488 3711
<u>APPLICATIONS</u>	:	Applications should be submitted strictly on a (PDF Format only) to the following email-address Medicalhr.Cmjah@gauteng.gov.za. Please use the reference as subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply.
<u>CLOSING DATE</u>	:	02 October 2023
<u>POST 33/260</u>	:	<u>OCCUPATIONAL HEALTH NURSE PRACTITIONER GRADE 1/2 REF NO: OHNP09</u> Directorate: Nursing Department
<u>SALARY</u>	:	R431 265 – R528 696 per annum, (excluding benefits)

- CENTRE REQUIREMENTS** :
- Wits Oral Health Centre
- Qualifications: Basic R425 qualification (i.e. Diploma /Degree) that allows registration with South African Nursing Council (SANC). Current registration with the council as a professional nurse and midwife with a minimum of 10 years after registration. Post basic diploma in Occupational Health Nursing Science with a minimum experience of 4 years after registration with the South African Nursing Council, of which a minimum experience of 2 years must be as a Health and Safety Officer. Dispensing course certificate with a valid licence Incumbent must be registered with South African Institute of Occupational Safety and Health (SAIOSH/ The South African Institute for Occupational Hygiene (SAIOH) and South African Council for the Project and Construction Management Professions SACPMP). Skills: Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills, planning ability, computer literacy, (including Excel, Word, Access and PowerPoint. Critical thinking skills and creative problem solving, Self - motivated and goal orientated. Analytical and solution orientated. Ability to effectively communicated to technical and nontechnical personnel at various levels in the organisation. Exposure to Hospital Environment and a valid driver's license will be an added advantage.
- DUTIES** :
- Conduct Risk Assessment for the institution, provide recommendations and participate in the implementation of those findings. Develop and implement a Medical Surveillance Plan Programme for the institution and demonstrate ability to work collaboratively in the successful implementation of the plan. Develop a Wellness Programme for the institution that is aligned with the health needs of the employees and use a Primary Healthcare Strategy for promoting health at all levels of care. Applies the epidemiological process in the surveillance of occupational diseases and injuries. Design programmes that support a positive lifestyles and individual efforts and "right to know training "as prescribed in the Occupational and Safety Act. Plan and Implement Health Promotion campaigns within a team approach and participate in continuing professional development sessions and demonstrates an understanding of lifelong learning. Participate in the development of OHS committees including and conduct meetings when necessary. Participate in the planning, implementation and evaluation of disaster management and emergency care programmes. Network and communicates across all levels within the facility, including but not limited to, worker, labour unions, middle and senior management. Conducts internal and auditing including Ideal Hospital Realisation Framework to assess the quality of compliance within the institution and participate in the development of QIP'S. Initiates, develop and implement policies and protocols for proper management of the programme. Participate in the development of the Business Plan for the unit and procurement of goods and service related to OHS and develop financial management system. Identify research needs and opportunities for the development of Occupational Health for the benefit of the institution.
- ENQUIRIES APPLICATIONS** :
- Matron T Mquqo thobela.mquqo@wits.ac.za
- 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** :
- 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** :
- 02 October 2023

<u>POST 33/261</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: TDHS/A/2023/62 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Health Services Grade 12 certificate with basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice R425 registration as a professional nurse. Current registration with SANC as a professional nurse. A minimum of 7 (seven) years recognized experience in nursing after registration as a professional nurse. At least 4 (four) years of the period referred above must be appropriate/recognizable experience in mental health nursing. A valid driver's license and computer literacy are essential. Knowledge of the Mental Health legislation and related legal and ethical practices, PFMA, and Public Service Act Regulations. Good communication, interpersonal and problem-solving skills, ability to work independently and in a multidisciplinary context. Skills and Knowledge: Generic knowledge and skills, including relevant ethics, Departmental laws, policies, guidelines including Regulations. Good interpersonal workplace relations, Ability to work in a team, coordination skills, Computer literacy and Training skills.
<u>DUTIES</u>	:	To facilitate and coordinate the implementation of National and Provincial Policies, Norms and Standards on District Hospitals, Community Based Mental Health Services, Primary and Secondary Mental Health Care Services and Integration of Mental Health supported by the relevant Acts. Implement programmes to promote Mental Health and prevent the prevalence of Mental Illness and Substance Abuse in all age groups. Strengthen collaboration with other Departments, Authorities, and Communities, NGO's, Public Sector and Learning institutions. Facilitate and provide in-service training to staff in Health Facilities and NGO's. Support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Uphold the National Mental Health Policy Framework and Strategic plan 2013 – 2020. Assist and support mental health services provision in Specialised Mental Health Services in Local Authority Facilities. Manage staff and resources allocated to the programme.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Tshidi Seomana @ 073 472 6565 must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/262</u>	:	<u>PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/63</u> Directorate: Nursing
<u>SALARY</u>	:	(PN-B1) R431 265 - R497 193 per annum, plus benefits (PN-B2) R528 696 - R645 720 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	(SOSH 3 CHC X4) Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Grade 1: minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable

<u>DUTIES</u>	: experience after obtaining the 1-year post-basic qualification as mentioned above. Valid & unendorsed driver's license is essential.
<u>ENQUIRIES</u>	: Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)
<u>APPLICATIONS</u>	: Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.
<u>NOTE</u>	: Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	: 06 October 2023
<u>POST 33/263</u>	: <u>PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/64</u> Directorate: Nursing
<u>SALARY</u>	: (PN-B1) R431 265 - R497 193 per annum, plus benefits (PN-B2) R528 696 - R645 720 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	: (Phedisong 4 CHC X1) Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Grade 1: minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Valid & unendorsed driver's license is essential.
<u>DUTIES</u>	: Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating

		proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)
<u>ENQUIRIES</u>	:	
<u>APPLICATIONS</u>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/264</u>	:	<u>PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/65</u> Directorate: Nursing
<u>SALARY</u>	:	(PN-B1) R431 265 - R497 193 per annum, plus benefits (PN-B2) R528 696 - R645 720 per annum, plus benefits
<u>CENTRE REQUIREMENTS</u>	:	(Kgabo CHC X2) Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. Grade 1: minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above.
<u>DUTIES</u>	:	Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC). Valid & unendorsed driver's license is essential.
<u>ENQUIRIES</u>	:	Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)
<u>APPLICATIONS</u>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed

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

- CLOSING DATE** : 06 October 2023
- POST 33/265** : **PN-B1: CLINICAL NURSE PRACTITIONER (PHC) REF NO: TDHS/A/2023/66**
Directorate: Nursing
- SALARY** : (PN-B1) R431 265 - R497 193 per annum, plus benefits
(PN-B2) R528 696 - R645 720 per annum, plus benefits
- CENTRE** : (Boikhutsong X1 Post)
(Maria Rantho X2 Posts)
(Tlamelong X1 Post)
(Phedisong 6 X1 Post)
(Jack Hindon X1 Post)
(Block X X2 Posts)
- REQUIREMENTS** : Grade 12/Matric. Basic R425 qualification (i.e., diploma or degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. Post basic qualification with a duration of at least 1 year in Diploma in Clinical Nursing Science Health Assessment, Treatment and Care (R48) accredited with SANC. **Grade 1:** minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification as mentioned above. Valid & unendorsed driver's license is essential.
- DUTIES** : Manage and provide clinical comprehensive PHC service in line with the existing legislative prescripts. Provide more complex and advanced comprehensive nursing treatment and care to patients in a cost effective, efficient and equitable manner. Act as shift leader, plan and implement health promotion and prevention activities. Link to the community structures and community-based services. Collect data and submit reports. Provide PHC services to other facilities in Sub-District 1 when needed. Competencies: Ability to plan and organise own work and that of support personnel to ensure proper nursing care. Effective communication with all stakeholders & report writing aptitude. Work as part of the MDT to ensure good nursing care and outcomes. Display uncompromising concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho Pele). Demonstrate an understanding of nursing legislation and other related legal frameworks. Competency in processes of the Ideal Health Facility Realisation Programme as well as prescripts of the Office of the Health Standards Compliance (OHSC).
- ENQUIRIES** : Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)
- APPLICATIONS** : Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the

		Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/266</u>	:	<u>CLINICAL NURSE PRACTITIONERS REF NO: TDHS/A/2023/67 (X3 POSTS)</u> Directorate: HAST
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum
<u>CENTRE REQUIREMENTS</u>	:	Tshwane District Health Services Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) plus a post basic qualification in Primary Health Care. Current registration with the South African Nursing Council as General, Midwifery and Primary Health Care Nurse. Grade 1: A minimum of one to five years appropriate and recognizable experience in Nursing post registration as a Primary Health Care Nurse. Grade 2: A minimum of six to ten years appropriate and recognizable experience in Nursing after post registration as a Primary Health Care Nurse. A good knowledge and understanding of the monitoring and evaluation processes related to the HAST programme. Knowledge and understanding of the National Department of health strategic documents and guidelines. Extensive knowledge of Primary Health Care with specific focus on Programme Management, (HIV, TB & STI. Ability to manage multiple stakeholders with competing priorities. Knowledge of WHO health system strengthening approaches. Certificate of competency for NIMART. In possession of a valid driver's license. Other Skills / Requirements: Experience in providing mentorship in paediatric care treatment programme will be an advantage. Knowledge of Tier.net and EDR Web applications in clinical management will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint, etc.). Communication skill (verbal and written) and presentation skill.
<u>DUTIES</u>	:	Coordinate and support the implementation of the integrated HAST, (HIV, TB, STI) programme at PHC facilities, hospitals, specialized institutions, and correctional facilities. Identify and support key populations including LGBTQI and other vulnerable groups. Coordinate the implementation of HAST related National Policy Guidelines, including the 95-95-95 strategies. Participate in the development of the annual HAST business plan, Operational plan, and Action plan documents. Support facilities towards regular Monitoring and Evaluation process of the integrated HAST programme. Assist PHC facilities to implement the quality improvement initiatives following the Operation Phuthuma guidelines. Liaise with all stakeholders supporting the HAST Programme. Compile reports on Weekly, Monthly and Quarterly basis. Submit weekly, monthly data to facility manager and Sub-district HAST Coordinator. Ensure that Covid-19 measures are adhered to. Confidentiality to patients records and data verification.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Tsholofelo Nkhodi Tel No: (012) 451 9040 / 9022 must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lilian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023

<u>POST 33/267</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFE) REF NO: TDHS/A/2023/69</u> Directorate: Nursing
<u>SALARY</u>	:	(PN-B1) R431 265 – R497 193 per annum (PN-B2) R528 696 - R645 720 per annum
<u>CENTRE</u>	:	THDS: Sos3 CHC (X2 Posts) Kgabo CHC (X2 Posts) Phedisong 4 CHC (X2 Posts) Boekenhout (X2 Posts)
<u>REQUIREMENTS</u>	:	Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a professional nurse plus a post basic nursing qualification (PHC), with duration of at least 1 year accredited with SANC in terms government notice no 212 plus A Post Basic (NQF level 7 for a Degree) or (NQF level 6 for a Diploma). Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 1 year of the appropriate / recognizable experience after obtaining the 1-year Post Basic Qualification in the relevant specialty. (Advanced Midwifery). Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognizable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant specialty. A valid Driver's license and computer literacy are essential.
<u>DUTIES</u>	:	Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities, Render 24 hour services at Maternity Unit. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Participate implementation of Ideal Clinic, OHSC, occupational Health and Safety policy, complaints /compliments and suggestion guidelines and monitoring of compliance. Implementation of patient safety incidents guidelines, infection prevention and control guidelines/policies. Implementation and monitoring of Health Care Waste compliance. Participation and implementation of quality improvement plans. Render comprehensive Primary health care Services to the patients.
<u>ENQUIRIES</u>	:	Ms S.T. Dibakwane at 082 452 3882 (Monday to Friday; during working hours only)
<u>APPLICATIONS</u>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. No faxed applications will be considered.
<u>NOTE</u>	:	Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/268</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: TDHS/A/2023/68 (X1 POST)</u> Directorate: Human Resource Management
<u>SALARY</u>	:	R424 104 per annum, plus benefits (Level 09)
<u>CENTRE</u>	:	Tshwane District Health Services
<u>REQUIREMENTS</u>	:	Senior Certificate (Grade 12 or equivalent qualification), A National Diploma / Degree in Human Resource Management or Public Management and Administration or equivalent, with a minimum of (3) years experience in Human

Resource Management on a supervisory level 7 and 8 within the Public Service. Computer literacy (MS Word, MS Excel and PowerPoint). Knowledge of and experience in PERSAL system. Knowledge of the Public Service Act, Finance Management Act and Other legislative prescripts that govern Human Resource Management. Knowledge of Human Resource administration processes. Ability to communicate well with people at different levels and from different backgrounds. Must be a customer- focused individual with excellent planning, organizing (verbal and written) communication skills, good interpersonal and presentation skills. Ability to interact at strategic level and implement turn-around strategies. Must be able to manage and lead a team, ability to multi-task and prioritise. Ability to work in high volume and highly pressurised environment. Proven project management skills and good supervisory and planning skills.

DUTIES

: Manage and render effective personnel administration, salary administration, recruitment and selection, appointments, promotions, transfers, housing allowances, leave management, PILIR, terminations of service and PMDS, (Performance Management and Development System). Manage and administer all conditions of service practices by providing guidance to subordinates to ensure compliance with Human Resource Legislative Framework and Prescripts. Manage and implement of grade and pay progression for professional and administrative cadres under both the occupation specific dispensation (OSD) and Non – OSD categories, RWOPS; Declaration of Financial Disclosure, monitor overtime capturing. Manage leave and work attendance by staff. attendance Attend to audit queries and implementation of the recommendations thereof. Provide training and support in the Unit. Do other reasonable ad hoc exercises and task as and when required to enhance service delivery in the district. Adhere to timelines on projects and provide stats and monthly reports on deliverables. Co-ordinate and provide training to subordinates and other employees of the district, as well as induction training to new employees of the District on Benefits and Service Conditions. Be willing to undergo continuous training and development. Attend meetings and training programmes as approved and delegated by the Manager Human Resource Management.

ENQUIRIES APPLICATIONS

: Ms M Rafedile Tel No: (012) 451 9203
 : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE

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

CLOSING DATE

: 06 October 2023

POST 33/269

: **OCCUPATIONAL THERAPIST PRODUCTION LEVEL GRADE 1 REF NO: CHBAH 703 (X POST)**
 Directorate: Occupational Therapy

SALARY CENTRE REQUIREMENTS

: R359 622 per annum, (plus benefits)
 : Chris Hani Baragwanath Academic Hospital
 : Degree in Occupational Therapy. Completion of community service year in Occupational Therapy. Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist with independent practitioner status, plus current registration for the period 2023/2024. Exposure or further training & education may be advantageous. Computer literacy (Ms Word, Ms Excel). Knowledge of the public service legislations, policies, and procedures. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Analytical thinking, independent decision-making, and problem-solving skills.

- DUTIES** : Assess and treat all adult and/or paediatric patients with physical and/or psychiatric disorders, within allocated clinical load. Assist with other clinical loads as needed. Partake in allocated administrative duties. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Participate in quality assurance methods. Communicate effectively with all stakeholders. Follow the correct channels of communication. Oversee allocated officials. Participate in CPD activities. Supervise OT students. Exercise care with all consumables and equipment.
- ENQUIRIES** : Ms L Soulsby Tel No: (011) 933 8187
- APPLICATIONS** : applications 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). Please use the reference as subject.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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** : 02 October 2023
- POST 33/270** : **DIETICIAN REF NO: TDHS/A/2023/70**
Directorate: HAST
- SALARY** : R359 622 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : Bachelor of Dietetics Degree. Completed community service. Current registration with HPCSA as dietician: independent practice. Valid driver's licence. Manual transmission. Own transport. Computer literacy in Word, Excel, PowerPoint, internet and e-mail. Other Skills / Requirements: Experience working in government clinic or district / provincial office will be beneficial. Attendance of Severe Acute Malnutrition (SAM) and Mother Baby Friendly Initiative (MBFI) / lactation management courses will be beneficial. Advanced computer literacy will be beneficial. Good verbal and written communication skills.

DUTIES : Render effective, patient centred dietetics service in allocated health facilities in adherence to scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in student training, supervision, and performance evaluation. Implement and monitor Integrated Nutrition Programme (INP) strategies, including Vitamin A supplementation, the Community Based Nutrition, Initiative, growth monitoring and promotion, Mother Baby Friendly Initiative and Nutrition Counselling, Support and Treatment. Provide nutrition promotion, advocacy, and education to communities and counselling and advice to individuals for appropriate nutrition and awareness. Technical support in facilities, including stock control of nutritional supplements, equipment, and materials, as well as in-service training of staff. Exercise care with all consumables and equipment. Perform accurate record keeping, data collection and reporting on Nutrition indicators. Participate in quality assurance methods and CPD activities. Communicate effectively with all stakeholders. Adhere to Provincial, Facility and Departmental policies, procedures, guidelines, and regulations. Strict adherence to HPCSA and departmental policies.

ENQUIRIES APPLICATIONS : Ms. Tsholofelo Nkhodi. Tel No. (012) 451 9022 / 9040
must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, corner of Lillian Ngoyi and Pretorius Streets, Pretoria. Application box at 1st floor in the reception area. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/271 : **OCCUPATIONAL THERAPIST REF NO: TDHS/A/2023/71**
Directorate: Therapeutic Services: Rehabilitation Program

SALARY CENTRE REQUIREMENTS : R359 622 per annum, plus service benefits
: Tshwane District Health Services
: Appropriate degree in Occupational Therapy, Current registration with HPCSA, valid code 8/10 driver's license (Manual Transmission). Other Skills: Knowledge of working in the community-based setting, computer literate, good Communication skills, interpersonal skills. Knowledge in relevant policies, protocols and guidelines. Must be Proactive, innovative and a team player.

DUTIES : Render occupational therapy service in the allocated area in the district that complies with the standards and norms of the Gauteng department of Health. Issuing of wheelchairs. Participate in outreach/home visits and campaigns, ECI screening and treatment. Work in multidisciplinary team within the primary health care or community health care facilities. Complete stats and monthly reports. Attend and participate in monthly Occupational therapy meetings, CPD presentations as well as other meetings held within the clinic or other stakeholders. Establish good working relationship with other stake holders within the district e.g. Mental Health, NGO's, Organizations for people with disabilities etc. Provide community-based Rehabilitation with the focus on Health promotion, prevention and community interventions. Candidate must be willing to outreach to other clinics within Tshwane District. Perform all other allocate duties as delegated by Supervisor/Manager.

ENQUIRIES APPLICATIONS : Mr Lawrence Shirimane Tel No: (012) 451 9026 / 083 990 4936
: must be completed fully on a Z83 form. Application documents must be submitted to Tshwane District Health Services, 3319 Cnr Pretorius & Lillian Ngoyi Street, Pretoria, 0001. No faxed applications will be considered.

NOTE : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following

Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 October 2023
- POST 33/272** : **CCPT PROFESSIONAL NURSES REF NO: TDHS/A/2023/72 (X3 POSTS)**
- SALARY** : Grade 1: R293 670 - R337 860 per annum
Grade 2: R358 626 - R409 275 per annum
Grade 3: R431 265 - R521 172 per annum
- CENTRE** : Tshwane District Health Services
- REQUIREMENTS** : A basic qualification accredited with the SANC in terms of Government Notice 425 (ie diploma/degree in nursing) or equivalent qualification that allows registration with SANC as a professional nurse. Other skills/Requirements: post basic nursing qualification or D4 with duration of at least 1 year accredited with the SANC in terms of government notice no 1 212 in psychiatry. A minimum of 4 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing. Experience should be related to primary health care and or mental health nursing. Skills and Knowledge: Generic knowledge and skills, including relevant ethics, Departmental laws, policies, guidelines including Regulations. Good interpersonal workplace relations: Ability to work in a team; coordination skills, Computer literacy and Training skills.
- DUTIES** : CCPT Professional Nurses entails the following: To manage new and down-referred mental health care users in the PHC and community-based centres and ensure that they are retained and do not default their treatment plan. To facilitate and coordinate the implementation of National and Provincial Policies, Norms and Standards on District Hospitals, Community Based Mental Health Services, Primary and Secondary Mental Health Care Services and Integration of Mental Health supported by the relevant Acts. Implement programmes to promote Mental Health and prevent the prevalence of Mental Illness and Substance Abuse in all age groups. Strengthen collaboration with other Departments, Authorities, and Communities, NGO's, Public Sector and Learning institutions. Facilitate and provide in-service training to staff in Health Facilities and NGO's. Support research and surveillance on Mental Health and Substance Abuse in targeted population at risk. Uphold the National Mental Health Policy Framework and Strategic plan 2013 – 2020. Assist and support mental health services provision in Specialised Mental Health Services in Local Authority, Provincial Facilities and Non-Governmental Organisations caring for Mental Health Care Users. Manage resources allocated to the programme.
- ENQUIRIES** : Ms Tshidi Seomana @ 073 472 6565
- APPLICATIONS** : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lillian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023

POST 33/273 : **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 – GRADE 3 REF NO: EHD2023/09/07**
Directorate: Primary Health Care

SALARY : Grade 1 – Grade 3: R293 670 – R543 969 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (NSDR)
REQUIREMENTS : Grade 12 with Basic R425 qualification (i.e diploma /degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration Certificate with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. Good interpersonal skills. Report writing and problem-solving skills. Knowledge of relevant policies, protocols and guidelines. Work independently and as a team.

DUTIES : Assess and evaluate patients' needs for care. Provide nursing interventions accurately and keep record of all patient information. Implement physicians' prescriptions, administer medication, start intravenous fluid and perform as requested. Carry out daily task as delegated. Participate in quality improvement activities in the facility. Keep and submit accurate weekly, monthly and quarterly statistics/report. Collaborate with all health workers to provide comprehensive care to all patients. Proper control of stock, medicine, and equipment in appropriate records.

ENQUIRIES : Ms G.S Mateza Tel No (011) 565 - 5160
APPLICATIONS : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400. No S&T claims and resettlement allowance will be paid.

NOTE : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE : 04 October 2023

POST 33/274 : **PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 – GRADE 3 REF NO: EHD2023/09/08**
Directorate: Primary Health Care

SALARY : Grade 1 – Grade 3: R293 670 – R543 969 per annum, (plus benefits)
CENTRE : Ekurhuleni Health District (ESDR)
REQUIREMENTS : Grade 12 with Basic R425 qualification (i.e diploma /degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration Certificate with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. Good interpersonal skills. Report writing and problem-solving skills. Knowledge of relevant policies, protocols and guidelines. Work independently and as a team.

DUTIES : Assess and evaluate patients' needs for care. Provide nursing interventions accurately and keep record of all patient information. Implement physicians' prescriptions, administer medication, start intravenous fluid and perform as requested. Carry out daily task as delegated. Participate in quality improvement activities in the facility. Keep and submit accurate weekly, monthly and quarterly statistics/report. Collaborate with all health workers to

		provide comprehensive care to all patients. Proper control of stock, medicine, and equipment in appropriate records.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N.M Xaba Tel No (011) 737 - 9700 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400. No S&T claims and resettlement allowance will be paid.
<u>NOTE</u>	:	Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.
<u>CLOSING DATE</u>	:	04 October 2023
<u>POST 33/275</u>	:	<u>PROFESSIONAL NURSE (GENERAL NURSING) GRADE 1 – GRADE 3 REF NO: EHD2023/09/09</u> Directorate: Primary Health Care
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1 – Grade 3: R293 670 – R543 969 per annum, (plus benefits) Ekurhuleni Health District (SSDR) Grade 12 with Basic R425 qualification (i.e diploma /degree in Nursing) or equivalent qualification that allows registration with South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration Certificate with SANC as a Professional Nurse. Current registration with SANC as a Professional Nurse. Good interpersonal skills. Report writing and problem-solving skills. Knowledge of relevant policies, protocols and guidelines. Work independently and as a team.
<u>DUTIES</u>	:	Assess and evaluate patients' needs for care. Provide nursing interventions accurately and keep record of all patient information. Implement physicians' prescriptions, administer medication, start intravenous fluid and perform as requested. Carry out daily task as delegated. Participate in quality improvement activities in the facility. Keep and submit accurate weekly, monthly and quarterly statistics/report. Collaborate with all health workers to provide comprehensive care to all patients. Proper control of stock, medicine, and equipment in appropriate records.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P.T Mngomezulu at 082 412 2483 should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 at Ground Floor or posted to The Human Resource Manager, Private Bag X1005, Germiston 1400. No S&T claims and resettlement allowance will be paid.
<u>NOTE</u>	:	Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicant should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) –

Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disability are encouraged to apply. Employment equity profile will be taken into consideration.

CLOSING DATE

: 04 October 2023

POST 33/276

: **PHARMACIST ASSISTANT POST BASIC REF NO: CHBAH 704 (X1 POST)**
Directorate: Pharmacy

SALARY
CENTRE
REQUIREMENTS

: R239 682 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: Qualification as a Post-Basic Pharmacist Assistant Post Basic. Registration with the South African Pharmacy Council (SAPC) as a Qualified Post-Basic Pharmacist Assistant. Current registration with SAPC for 2023/2024. Sound verbal and written communication skills. Sound organisational and planning skills. High level of reliability and ability to handle confidentiality. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Ability to work under pressure, to take initiative and work well in a team. Knowledge of public service legislation, policies, and procedures.

DUTIES

: Assist with control of stock both ordering, receiving and the distribution of medicines in accordance with the Standard Operating Procedures and legislation. Assist with the compounding, manipulation or preparation of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the manufacturing of non-sterile or sterile medicine or scheduled substances according to a formula and standard operating procedures approved by the responsible pharmacist; Assist with the re-packaging of medicine; Assist with the distribution and control of stock of Schedule 1 to Schedule 7 medicines or scheduled substances; Assist with the ordering of medicine and scheduled substances up to and including Schedule 7 according to an instruction of a person authorised in terms of the Medicines and Related Substances Act, 101 of 1965, To purchase or obtain such medicine or scheduled substances; The reading and preparation of a prescription, the selection, manipulation or compounding of the medicine, the labelling and supply of the medicine in an appropriate container following the interpretation and evaluation of the prescription by a pharmacist; the provision of instructions regarding the correct use of medicine supplied; and the provision of information to individuals in order to promote health and safe use of medicine. Adhere to Good pharmacy practice guidelines as published in the rules of the SAPC. Adhere to timelines. Be willing to undergo continuous training and development programmes. Attend meetings and training as approved by supervisor.

ENQUIRIES
APPLICATIONS

: Mr. S. Dikgang Tel No: (011) 933 8797/8843
: applications 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). Please use the reference as subject.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be 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 : 02 October 2023

POST 33/277 : **MATERIAL RECORDING CLERK REF NO: TDHS/A/2023/73**
 Directorate: Supply Chain Management/Admin & Logistics
 Re-advertisement, those who previously applied are encouraged to re-apply.

SALARY : R202 233 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 certificate, Post matric qualification either in National Diploma in Logistics Management/ Supply Chain Management / Business Management/ Public Management and/or relevant qualification. 2 – 4 years working experience in Administration and Logistics Management as a Logistics Clerk and/or Admin Clerk. Other Skills / Requirements: Problem solving skills, creativity and analytical skills. Good communication skills both verbal and written. Teamwork, Organizing, Coordination and time management. Driver's license (Code B) including PDP. Computer literate, ability to work under pressure and good interpersonal skills.

DUTIES : Perform administrative duties relating to logistics, records, data capturing, filing, archiving, scanning, photocopying and collating of documents. Provide secretariat services in the office such as handling incoming and outgoing calls, preparing meeting packs. Ordering of stationery and other consumables for the office. Write memos, letters and any other documents as requested by the supervisor. Perform all other duties delegated by a Supervisor/Manager.

ENQUIRIES : Mr T Makgari Tel No: (012) 451 9003
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/278 : **ENROLLED NURSE (TB TRACER NURSE) REF NO: CHABH 705 (X2 POSTS)**
 Directorate: Medicine and Psychiatry- (HAST Programmes)

SALARY : R199 725 per annum (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital

- REQUIREMENTS** : Matric certificate or equivalent Certificate of Enrolment with the South African Nursing Council as a Enrolled Nurse. Current Registration with the South African Nursing Council. Minimum 2 years work experience in the HAST programme. Experience in WBHCOT will be an added advantage. Competencies /Knowledge /Skills: Computer literacy in the Microsoft package (MS Outlook, MS Word, MS Excel & PowerPoint) Knowledge of the TB TIER.Net module, EDRWEB Strengthen and support active TB case finding programme. Knowledge of Ward Based linkage system. Knowledge of all record systems in hast and TB programmes.
- DUTIES** : Screen and collect sputum for diagnostic purposes. Strengthen and support active TB case finding and treatment. Coordinate activities that facilitate down referral and linkage with health facilities and communities. Trace and Liaise with the outreach teams for the follow up of all clients diagnosed with TB. Give health education to patients on treatment and compliance. Ensure and maintain accurate health information records on Hast and all TB programmes.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/0134
- APPLICATIONS** : applications 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). Please use the reference as subject.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be 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** : 02 October 2023
- POST 33/279** : **STAFF NURSE REF NO: TDHS/A/2023/74 (X4 POSTS)**
Directorate: District Health Services (Nursing)
- SALARY** : Grade 1: R199 725 - R222 939 per annum
Grade 2: R237 210 - R264 948 per annum
Grade 3: R277 752 - R337 860 per annum
- CENTRE** : Sosh 3 CHC X4

<u>REQUIREMENTS</u>	:	Grade 12/Matric. Enrolled Nurse Certificate that allows registration with the South African Nursing Council (SANC) as such. Proof of current registration with the South African Nursing Council as an Enrolled/Staff Nurse (only when shortlisted). Driver's license will be an added advantage. Grade 1: No experience required after registration as a Staff Nurse with SANC Grade 2: A minimum of 10 years appropriate/recognizable experience in nursing after registration a with the SANC as Staff Nurse Grade 3: A minimum of 20 years appropriate/recognizable experience in nursing after registration with the SANC as Staff Nurse Skills: Good Communication & Reporting (Verbal & Written), Excellent time management, skills, Counselling, Interpersonal Relations, Conflict Management, Decision-Making and Problem-solving skills. Valid & unendorsed driver's license is essential required (only when shortlisted): Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework, Knowledge of Quality Assurance programmes, display of uncompromising concern for the welfare of patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patients' needs, requirements and expectations (Batho-Pele & Patient Rights).
<u>DUTIES</u>	:	Responsive and accountable stewardship of District Health Services by overseeing to it that Annual Performance Plan targets are met by ensure safe, effective, and quality-laden clinical nursing practice for patients. Ensure effective implementation of Standard Operating Procedure (SOP) relevant and applicable to PHC. Uphold and maintain the Nursing Standards with regards to PHC patients. Ensure effective communication according to hierarchy. Ensure efficient utilization of resources. Demonstrate basic understanding of nursing procedures. Demonstrate basic understanding of the legislative framework protocols, policies governing the Public Service. Participate in implementation of Ideal Health Facility realization. Maintain professional growth /ethical standards and self-development. Execute other duties as shall be so delegated by the Professional Nurse.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Theodore Dibakwane at 082 452 3882
<u>NOTE</u>	:	Documents must be submitted to Tshwane Health District Fedsure Building, 3319 Cnr Pretorius and Lilian Ngoyi Streets, Pretoria, 0002. Applications must be submitted to first floor reception: Tshwane Health District Services, 3319Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0002.No faxed applications will be considered. Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/280</u>	:	<u>DENTAL ASSISTANT GRADE 2 REF NO: TDHS/A/2023/75</u> Directorate: Oral Health
<u>SALARY CENTRE REQUIREMENTS</u>	:	R196 536 - R264 870 per annum Tshwane District Health Services Grade 12 with, a National Certificate in dental assisting or prior experience as a dental assistant registered with HPCSA. current registration with Health Professional Council of South Africa (HPCSA) as a Dental assistant. A minimum of 10 years of experience as a dental assistant. Valid manual drivers' licence is essential. Having at least minimum of 2 years' experience in management/ supervision of dental assistants will be an advantage. Incumbent must be self-motivated, and goal orientated. Must have sound knowledge of departmental policies and administrative duties. Skills: Good writing and communication skills, organizational skills, computer literacy (word, excel and power point). Knowledge of Dental Practice Management, interpersonal relations, ability to work in a team and independently. Be willing to engage in innovative problem solving. Demonstrate commitment to collaborating with

other operational managers. Monitor compliance with operational standards, departmental policies, and practices. Any National Diploma (NQF 6)/ Bachelor's Degree (NQF 7) in Health sciences field will be advantage, postgraduate will be added advantage.

DUTIES : Ensure compliance to infection control procedures and perform inventory control at the clinics. Have knowledge for dental equipment's maintenance. Make arrangements with a dental technician for equipment repairs. Ensure that all clinics' stocks are ordered and delivered timeously. Direct dental assistants' overtime and capture monthly statistics for overtime for all dental clinics. Assist in recruitment and selection of dental assistant, provide training required for all dental assistant in Tshwane. Provide trainings, hands on coaching and other workforce developmental needs within the department. Conduct induction for new recruits for dental assistant. Direct and assign employees as needed to ensure all aspects of quality service delivery. Management of performance in line with current regulations. Effective management and allocation of resources in collaboration with supervisors at clinic level.

ENQUIRIES : Dr S.K Reinprecht Tel No: (012) 451 9290
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/281 : **SOCIAL AUXILIARY WORKER REF NO: CHABH 706 (X3 POSTS)**
 Directorate: Medicine and Psychiatry- (HAST Programmes)

SALARY : R174 702 per annum, (plus benefits)
CENTRE : Chris Hani Baragwanath Academic Hospital
REQUIREMENTS : Senior /national senior certificate equivalent to matric or grade 12. Social Auxiliary Worker certificate or relevant qualification. Must be registered with The South African Council for Social Service Professions (SACSSP/Council). 3 years' experience working as a Social Auxiliary Worker of which 2years in public health and 1year Experience working in the HIV & AIDS TB (HAST), and Sexually Transmitted Infection programme. Valid driver's license. Competencies /Knowledge /Skills: Knowledge of various guidelines and Standard Operating Procedures relevant to the HAST programme. Knowledge of related framework and ethical practices, PFMA and Public Service ACT and regulations. Knowledge of the National Adherence Strategy (NAS), Kids Alive and Adolescent Youth Friendly Services, Risk on Gender Base Violence related to HAST programme, Index Testing programme and HIV Self-Test Service. Computer Literate – MS Office Packages (MS Outlook, MS Word, MS Excel & PowerPoint). Knowledge of management information legal framework and professional secrecy. Critical and analytical skills in interpreting data.

DUTIES : Provide adherence counselling to patients with compliance difficulties. Support counsellors and testers. Provide psychosocial counselling and support hast groups and treatment buddies for patients with difficulties. Linkage to care monitoring of down referred patients through follow-up. Provide support for development of strategies for retention in care programmes. Monitor and evaluate hast programme and provide regular feedback and monthly report to management and other stakeholders. Advocate for hast patients. Participate in research.

ENQUIRIES : Mr NB Mulaudzi Tel No: (011) 933 9779/0134
APPLICATIONS : Applications 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). Please use the reference as subject.

NOTE : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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 : 02 October 2023

POST 33/282 : **DATA CAPTURER REF NO: TDHS/A/2023/76 (X1 POST)**
Directorate: Expanded Public Works Programme (EPWP) Unit

SALARY : R171 537 per annum
CENTRE : Tshwane District Health Services
REQUIREMENTS : Grade 12 or equivalent plus a minimum of two (2) years experience in EPWP Reporting System (EPWPRS) Version 2, Computer Certificate, Project Management and Office Administration. Other Skills/ Requirements: Computer Literacy especially Microsoft Office Packages, MS Word, Excel, Power-point and Outlook, Skills in data consolidation, verification, and validation processes. Ability to work under pressure and meet deadlines. Must have planning and organizational skills. Good written and verbal communication skills are essential. Good accountability and ethical conduct.

DUTIES : Capturing and uploading of data onto EPWPRS Version 2. Conducting monthly updating on EPWPRS Version 2. Provision of logistical support for EPWP trainings. Administrative functions including typing, scanning, filing, printing, stapling and copying. Registry services, data management and record keeping. Tracking and following up on documents. Maintain and keep up to date records. Ensure that confidentiality of collected and stored data is maintained. Filling of forms and documents as required by immediate supervisor. Other duties allocated by immediate supervisor.

ENQUIRIES : Ms Tshireletjo Madisha Tel No: (012) 451 9259
APPLICATIONS : must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

NOTE : Applications are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed new Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be

required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

- CLOSING DATE** : 06 October 2023
- POST 33/283** : **NURSING ASSISTANT GRADE 1 – (NA 1) REF NO: CHABH 707 (X12 POSTS)**
Directorate: Medicine, Psychiatric and Out Patient Department
- SALARY** : R157 761 per annum (plus benefits)
- CENTRE** : Chris Hani Baragwanath Academic Hospital (CHBAH)
- REQUIREMENTS** : Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant and proof of current registration. 1year experience in medical or psychiatric wards will be an added advantage after registration with the SANC as Nursing Assistant. Competencies/Knowledge/Skills: Demonstrate elementary understanding of nursing legislation and related legal and ethical nursing practices. Perform an elementary clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of elementary nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
- DUTIES** : Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
- ENQUIRIES** : Mr NB Mulaudzi Tel No: (011) 933 9779/0134
- APPLICATIONS** : Applications 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). Please use the reference as subject.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 the Department where position was advertised it should state Department of Health. 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 : 02 October 2023

POST 33/284 : **CHILD PSYCHIATRIST REF NO: TDHS/A/2023/80**
sessional: 32 hours/month
(X1 contract post: NHI Conditional Grant)
Period of Contract: Ending 31 March 2025/2026

SALARY CENTRE : R677,00 - R843,00/hour (16hrs per week)-OSD-related
At the identified CHC in the Tshwane District Health Services based on the need for Child and Adolescent Mental Health Services

REQUIREMENTS : National Senior certificate plus MBChB or Equivalent, MMed Psych, FCPsych (SA), Cert. Child and Adolescent Psychiatry. Registered with HPCSA as a Psychiatrist with Sub-speciality in Child and Adolescent Psychiatry. Appropriate experience in Child and Adolescent mental health services. **Grade 1:** No Experience after registration with the HPCSA as Medical Specialist with Sub-speciality in Child and Adolescent Psychiatry. **Grade 2:** A minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist with Sub-speciality in Child and Adolescent Psychiatry. **Grade 3:** A minimum of 10 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist with Sub-speciality in Child and Adolescent Psychiatry.) Skills and Knowledge: Generic knowledge and skills, including Relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards, Good interpersonal workplace relations, Ability to work in a team, Computer literacy and Training skills.

DUTIES : To provide child and adolescent mental health services at the identified PHC facilities in the district health system context, thereby enhancing the mental wellbeing of children and adolescents. The sessional psychiatrist will be responsible for rendering specialist level mental health assessment, care and treatment for children and adolescents towards early detection, management and rehabilitation thereby promoting their mental wellbeing and quality of life, and minimizing long-term effects. To carry out related administrative duties, participate in all related activities in mental health which includes mentoring, teaching and research. To participate in departmental audit activities, prepare and write reports. To establish referral pathways across all levels of care from PHC to specialized levels. To collaborate with MDT members in the general health and mental health systems.

ENQUIRIES APPLICATIONS : Dr Nkeng Mulutsi at 082 302 0444
must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

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

CLOSING DATE : 06 October 2023

POST 33/285 : **MEDICAL OFFICER GRADE 1 - GRADE 3 OCCUPATIONAL (SESSIONAL) REF NO: EHD2023/09/06**
Directorate: Human Resource (EHWP)

SALARY : Grade 1: R436.00 per hour(session)
Grade 2 R498.00 per hour(session)
Grade 3: R576.00 per hour(session)

- CENTRE** : Ekurhuleni Health District
- REQUIREMENTS** : Grade 12 with Appropriate qualification that allows registration with the Health Professionals Council of South Africa (HPCSA) as a medical officer. Current registration with the HPCSA as a medical practitioner. Basic medical degree (MBCHB) or equivalent). Post graduate qualification in Occupational Health /Medicine (DOMH). Dispensing License and registered with HPCSA as an Occupational Medical Practitioner.5 years' experience in an Occupational Health environment. A valid driver's license and computer literacy is essential. **Grade 1:** Less than 5 years relevant experience. **Grade 2:** At least 5 years, but less than 10 years, relevant experience, **Grade 3:** 10 years and more relevant experience.
- DUTIES** : The Occupational Medical Practitioner shall be responsible for: Establishing and maintaining an appropriate system for medical surveillance, considering the health hazards to which employees are or may be exposed to, providing information to the employer can use in determining measures to: Eliminate, control, and minimize the health risks and hazards to which employees may be exposed or Prevent, detect, and treat occupational health diseases and Ensure that records are kept as stipulated in the act for each employee exposed to health hazards. Ensuring that occupational health services are well equipped, take measures that reasonable to: i. Promote health and safety of employees at Ekurhuleni Health District. Assist employees in matters relating to occupational health medicine, Ensure that appropriate professional assessment, investigation, and diagnosis of employees undergoing medical surveillance takes place, Ensure that occupational health management systems, including referral systems are in place and functional, Assess any employee who is potentially unfit to perform work and if declared unfit for own occupation, notify the employer and make recommendations for suitable alternative placement. OMP must specify employee limitations/restrictions so that employer may consider reasonable accommodation, If employee is declared unfit as a result of an occupational health disease, notify employer and ensure that investigation is carried as stipulated in the act. Where applicable, assist workplace evaluations in conjunction with Occupational Health Practitioners and Occupational Hygienist section 12.1 appointee, Advise the employer on legal and regulatory compliance for all occupational health and medicine issues. Ensure legal and regulatory compliance for occupational health and medicine related issues that OMP is directly responsible for. Ensure compliance with the Act responsible for record keeping of all occupational health matters and securing confidentiality, Ensure compliance with Medicine and Related Substances Act No 1011 of 1965, Allow time for sites inspections and familiarization with activities. Assist employer on instantiating medical boarding when required. Attend Medical Review and PILIR meetings monthly. Facilitate and support the provision of primary health care services in the district including clinics, Community health centres and district hospitals as part of DHS. Improve clinical quality of PHC services through direct patient care, mentoring and supervision of health care professionals through an integrated approach programme. Participate in 24hour PHC services including Medico-legal and EMS. Support the development of the clinical department of family medicine and participate in academic teaching and learning in family medicine and PHC in the district. Support the training and the CME activities for nurses, intern, and community service doctors in the district. Support or participate in the development of district research projects.
- ENQUIRIES** : Mr A.A. Mduyvelwa Tel No: (011) 876 – 1721
- APPLICATIONS** : should be hand delivered to Ekurhuleni Health District at 40 Catlin Street, Germiston, 1400 or posted to The Human Resource Manager, Private Bag X1005, Germiston, 1400. No S&T claims and resettlement allowance will be paid.
- NOTE** : Applications must be submitted on a new Z.83 form and must be completed in full, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za. Applicants should register their application forms on the specific register books according to the reference number as per advert. Failure to do so your application forms will not be considered. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other related documents on application but must submit the Z.83 and a detailed Curriculum Vitae. Only shortlisted candidates will be required /requested to submit certified copies of qualifications and other relevant documents to HR on or before the

day of the interview. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates will be subjected to Personnel Suitability Checks (PSC) – Verification (Reference checks, identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification). The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. People with disabilities are encouraged to apply. Employment equity profile will be taken into consideration.

- CLOSING DATE** : 04 October 2023
- POST 33/286** : **SESSIONAL CLINICAL PSYCHOLOGIST REF NO: TDHS/A/2023/77 (X1 POST)**
Directorate: Mental Health
- SALARY** : R380 per hour (8 years or less experience)
R422 per hour (8 to 16 years' experience)
R512 per hour (16 years or more experience)
- CENTRE REQUIREMENTS** : Tshwane District Health Services
: Appropriate qualifications that allow for registration with the HPCSA in the category Clinical Psychologist (Independent Practice). At least one year relevant experience after registration with the HPCSA in respect of foreign qualified employees, of which it is not required to perform Community Service as required in South Africa. Current registration with the HPCSA as Clinical Psychologist (Independent Practice). Applicant must be in possession of a valid South African driver's license. A completed Z83 form and a CV should accompany the application. Other Skills / Requirements: Generic knowledge, including relevant ethics, laws, policies, guidelines and regulations as per Departmental and HPCSA standards, knowledge of the health system and surrounding public / private systems, including referral networks, and relevant local resources. Profession specific knowledge, including current psychometrics, psychopathology, psychotherapy, neuropsychology, psychopharmacology, developmental psychology, health psychology, community psychology, research methodology and statistics, and professional practice. Generic skills, including language proficiency, problem solving, self-organization: planning, time management and ability to work independently, workplace relations, ability to work in a team, information utilization, listening skills, effective communication, conflict management, computer literacy, and presentation and training skills. Profession specific skills, including: clinical interviewing skills, psychometric administration and interpretation skills, general formulation skills, diagnostic skills, psychological intervention skills, report writing skills, networking skills, and research skills. Interest and experience in community mental health will be an added advantage.
- DUTIES** : To provide psychological services within the district health system context: Ambulatory preventive, curative, rehabilitative and palliative psychological care to people with suitably severe mental illness who are beyond the scope of practice of PHC; and providing support and training for primary health care teams in the management of mental health conditions. Psychological case formulation, which may include mental status examinations and mental health diagnoses. Conduct psychological assessments related to appropriate referral questions. Provide appropriate, evidence-based psychological intervention(s) related to case conceptualization(s). (Community-level) Health promotion and prevention activities. Collaborate with and provide support and training for PHC, CCPT and other teams. Record keeping, schedule management, completion of statistics, clinical and periodic reports, as well as other related administrative duties.
- ENQUIRIES APPLICATIONS** : Mr Jacques L Labuschagne at 071 606 1934
: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as

required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 06 October 2023

POST 33/287

: **OCCUPATIONAL THERAPIST REF NO: TDHS/A/2023/78**

(3 contract posts: NHI Conditional Grant)

Period of Contract: Ending 31 March 2025/2026

SALARY CENTRE

: R237,00 - R324,00/hour (40hrs per week) OSD-related

: Placements will be in the Tshwane District Health Services, based on the need for mental health OT services

REQUIREMENTS

: An appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Completion of community service year and current HPCSA registration as independent practitioner in - Occupational Therapy. A valid South African driver's license. Required Skills and Knowledge: Generic knowledge and skills, including: Computer literacy (MS Word, MS Excel, MS PowerPoint, MS Outlook). Mental health legislation and related legal and ethical practices. PFMA, Public Service Act and Regulations, Knowledge of the health system and surrounding public/ private systems, including referral networks. Language proficiency. Self-organization: planning, time management and ability to work independently. Information utilization. Good Interpersonal relationships, including conflict management, problem-solving, ability to work in a team. Presentation and training skills Profession specific skills, including: Screening and assessment, including FCEs. Holistic treatment planning ability, Group skills (psychosocial, family, vocational etc). Risk assessment to mental health, vocational injustice, Professional Practice, Report writing skills, Networking skills, Research skills interest and experience in community mental health will be an added advantage.

DUTIES

: Within the scope of occupational therapist, provide specialist level mental health care and treatment to clients of all age groups (including prevention, the promotion of mental wellbeing and quality of life, early detection, and treatment to minimize long-term effects and rehabilitation). Mental health promotion and prevention initiatives: Conduct mental health awareness, promotion and prevention interventions that focus on the promotion and enhancement of psychosocial wellbeing for individuals, families, groups and communities. Risk identification through screening, functional assessment and intervention programs with individuals, groups and the community to enhance equal opportunities for personal and occupational engagement. Provide psycho-education. Keep clinical records. Write clinical reports (if appropriate). Feedback to clients, referral sources and members of the multi-disciplinary team, including report writing (as appropriate). Referrals, including referral of more complex cases. Community level interventions, which may include involvement in planning, contributing to or participating in campaigns with a mental health component, and assist in reintegration of mental health care users by establishing, facilitating, coordinating and/or participating in support groups, etc. Building capacity for users (service users, their families) to provide appropriate self- help and peer led services, such as support groups. Establish referral pathways at all levels of care and liaise with district regional and tertiary hospitals in the cluster. Collaboration and communication with other PHC staff, the WBOTS program, and other Health outreach services (training and support) to integrate these mental health services into their service delivery objectives. Establish, maintain, and participate in the inter-sectoral and multi-disciplinary forum that promotes a seamless delivery of efficient and effective mental health care. Utilize information technology and other management information systems to manage mental health information for the enhancement of service delivery and writing of reports. Support mental health-related research. Administrative duties, which include schedule / diary management, completion of daily statistics, write and submit monthly report, etc.

ENQUIRIES

: Ms Ina Grobler at 083 269 5087

APPLICATIONS

: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.

- NOTE** : Applications are not required to submit copies or qualifications and other relevant documents when applying but submit fully completed New form Z83 and a detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication with HR. If you have not been contacted within three months. After the closing date, please accept that your application was unsuccessful. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidates may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointment will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.
- CLOSING DATE** : 06 October 2023
- POST 33/288** : **SOCIAL WORK REF NO: TDHS/A/2023/79**
(X5 contract posts: NHI Conditional Grant)
Period of Contract: Ending 31 March 2025/2026
- SALARY CENTRE** : R194,00 - R350,00/hour (40hrs per week) OSD-related
: Placements will be in the Tshwane District Health Services, based on the need for mental health psycho-social services
- REQUIREMENTS** : An appropriate qualification that allows for the required registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker• Registration with the SACSSP. A valid South African driver's license and able to drive. Required Skills and Knowledge: Other skills/requirements: Knowledge of applicable and relevant legislations and policies in mental health and the field of Social Work including related legal and ethical practices, PFMA and Public Service Act and Regulations. Knowledge and understanding of mental health, social systems and skills to ensure that one intervenes efficiently and effectively at the points where people interact with their environments in order to promote social and mental well-being. Good verbal and written communication, interpersonal, computer literate, financial and human resource management skills. Self-organization: planning, time management and ability to work independently and in a multidisciplinary context. Analytic thinking, independent decision making and problem-solving skills. Interest and experience in community mental health will be an added advantage. Profession specific skills, including: Screening and assessment including the planning and implementation of the holistic and integrated psychosocial therapeutic interventions. Group skills (psychosocial, family,). Public awareness and education. Report writing skills. Networking skills. Research skills.
- DUTIES** : Provision of therapeutic social work services to the MHCUs, their families and the community using all methods of social work to all age groups including prevention, early detection, screening and the promotion of mental wellbeing and quality of life. Evidence of Records of clinical interventions. Establish intersectoral collaboration liaising with other provincial departments such as Depts. of Home Affairs, Social Development, SASSA, SAPS, Non-Governmental Organizations Traditional healers and Faith-Based Organizations in the district to promote seamless delivery of efficient and effective psycho-social and mental health care therapeutic services. Collaboration and communication with other PHC staff, the WBOTS program, and other Health outreach services (training and support) to integrate mental health services into their service delivery objectives. Establish referral pathways at all levels of care and liaise with district regional and tertiary hospitals in the cluster. Provision of training, supervision and support to general health staff and community health workers. Attend and participate in clinical supervision sessions. Administrative duties, which include schedule / diary management, completion of daily statistics, write and submit monthly report, etc.
- ENQUIRIES APPLICATIONS** : Ms Betty Sehole at 073 290 7948
: must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to

submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE

: 06 October 2023

OFFICE OF THE PREMIER

MANAGEMENT ECHELON

POST 33/289

: **HEAD OF DEPARTMENT (HOD): GAUTENG DEPARTMENT OF E-GOVERNMENT RESEARCH AND DEVELOPMENT REF NO: HOD/E-GOV/2023**
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)

SALARY

: R2 158 533 – R2 428 830 per annum, (all-inclusive remuneration package) plus a 10% non-pensionable allowance applicable to Heads of Departments.

CENTRE

: Johannesburg

REQUIREMENTS

: An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8) in Public Management or Business Administration. 8 to 10 years' experience at Senior Managerial level of which 5 years must be of SMS in the Public Service. Key Competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level. Knowledge understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership, change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours. Willingness to work irregular hours and travel extensively.

DUTIES

: Serve as Accounting Officer of the Department in accordance with the provisions of the PFMA. Providing strategic leadership to the Department. Overseeing the development, implementation and monitoring of organisational programmes in line with organisational policies. Ensuring sound financial management as well as application of ethics and good corporate governance principles. Specific focus areas include the following: The successful incumbent will be directly accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Ensure the roll-out of a network infrastructure that will connect government facilities, schools, hospitals, offices and economic zones. Create an enabling platform and support service; enable GCR entities to deliver e-Government Research and Development Services; establish a GCR e-Government Research and Development governance structure to drive priorities, policies, standards and regulations; promote the usage of e-Government Research and Development services; stimulate the ICT economy through facilitating incubation and innovation; and encourage public and private partnerships for the development and roll-out of e-Government Research and Development services. Support the Member of the Executive Council in his/her duties as political head of the Department; and represent the department at various fora.

ENQUIRIES

: Ms Pange Radebe Tel No: (011) 2985637

APPLICATIONS

: should be sent through RecruitmentHOD.Premier@gauteng.gov.za quoting the relevant reference number to Human Resources Administration. No late applications will be considered.

NOTE

: Applicants should please note the following: The successful candidate will be required to enter into an employment contract and conclude an annual performance agreement with the Premier of Gauteng within three (3) months of commencement of duty. The recommended/short-listed candidates will be subjected to security clearance. Qualifications will be verified (it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority, i.e. SAQA). The incumbent will be required to disclose his/her financial interest in accordance with the prescribed regulations. Qualifying applicants should submit their application form (Z83) which is obtainable from any government department or on the www.dpsa.gov.za, accompanied by a detailed Curriculum Vitae. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Qualifying applicants should submit their application on the New Application Form (Z83), found on www.dpsa.gov.za, Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling/ not to fill any vacancy that was advertised during any stage of the recruitment process.

CLOSING DATE

: 02 October 2023

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

ERRATUM: Kindly note that the following post were advertised in Public Service Vacancy Circular 32 dated 08 September 2023, The Administration Clerk (Mortuary) (X1 Post) with Ref No: MURCH 32/2023 (**For UGU Health District: Murchison Hospital**) is hereby withdrawn. Kindly note that the following post was advertised in Public Service Vacancy Circular 32 dated 08 September 2023. The Clinical Programme co-ordinator (Quality Assurance) with Ref No: ILE 14/2023 (X1 Post), (**For ILembe District office**) has been withdrawn. Kindly note that the position of Ultrasound Radiographer/Sonographer with Ref No: GJGM61/2023 (X1 Post) and Diagnostic Radiographer with Ref No: GJGM60/2023 (X1 post) that was advertised on Public Service Vacancy Circular 31 dated 01 September 2023 (**For General Justice Gizenga Mpanza Regional Hospital**), includes the following other benefits: 13th Cheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements. Kindly note that the following post was advertised in Public Service Vacancy Circular 32 dated 08 September 2023, Professional Nurse - Specialty (Peads): (X1 Post) Ref No: CTK 31/2023 (**For Harry Gwala Health District: Christ The King Hospital**) have been withdrawn.

OTHER POSTS

- POST 33/290** : **MEDICAL SPECIALIST**
Discipline: Medicine
Sub-speciality training will be a contract appointment for 3/4 years, depending on the Discipline. For a 3 year contract, 2 years will be for training and 1 year for service. For a 4 year contract, 3 years will be for training and 1 year for service.
- SALARY** : Grade 1: R1 214 805 per annum. Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.
- CENTRE** : Various (KZN):
Sub-Speciality Training in the following sub-specialities:
Sub-Specialty: Cardiology Ref No: S05/2023 (X2 Posts)
Infectious Diseases Ref No: S06/2023 (X1 Post)
Diabetes and Endocrinology Ref No: S07/2023 (X1 Post)
Clinical Haematology Ref No: S08/2023 (X1 Post)
Rheumatology Ref No: S09/2023 (X1 Post)
- REQUIREMENTS** : Tertiary qualification (MBCHB) or equivalent; PLUS current registration for Independent Practice as a Medical Specialist with the Health Professions Council of South Africa, Valid driver's license. Preference will be given to candidates with at least two (2) years' experience as a specialist. Basic knowledge of the relevant sub-speciality, basic knowledge of Medical Practice Ethics, clinical skills relevant to the sub-speciality, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal and communication skills, good administrative and organizational skills, good decision-making ability, knowledge of the ethical and academic basics of research principles and an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.
- DUTIES** : Participation in academic and teaching programmes and meetings in the respective departments, responsibility for care of patients at designated levels/sites, e.g. outpatients, wards, theatres, ICUs etc., clinical management of patients in the relevant sub-speciality, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, registrars, medical officers, nursing and ancillary staff, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the clinical supervisor.
- ENQUIRIES** : Mrs Rolize Erasmus Tel No: (033) 395 2742
- APPLICATIONS** : All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Mrs R Erasmus, Human

**FOR ATTENTION
NOTE**

Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower

Mrs R Erasmus Human Resources Tel No: (033) 395 2742

All trainees will be expected to register with the University of KwaZulu Natal at their own expense. All trainees will be required to sign a contract which includes training and service responsibilities. Trainees will be required to complete Performance Agreements and assessments as stipulated by the Department. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. 01/01/2022. Copies of Qualifications, Registration Certificates and drivers licence must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. 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. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. 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). Faxed / emailed applications will not be considered. Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above sub-specialties, not all may be filled. Applicants will be advised in due course, should a sub-specialty which has been applied for be excluded from this process. 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

02 October 2023

POST 33/291

ADVANCED DISTRICT NURSING PROFESSIONAL – ADVANCED PEDIATRICS REF NO: AMAJ20/2023
Component: District Specialist Team

SALARY

R1 045 731 per annum, all-inclusive package. Other Benefits: Rural allowance on a claim basis.

**CENTRE
REQUIREMENTS**

Amajuba Health District Office
Senior Certificate / Grade 12. A basic qualification (i.e diploma/degree in Nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Plus A post-basic Nursing qualification with a duration of at least 1 (one) year accredited with the SANC in a relevant speciality; (Diploma in Nursing Science Health Assessment ,Treatment and Care) Plus A minimum of 10 (ten) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing: At least 6 (six) years of the referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post basic qualification in the relevant specialty. At least 4 (four) years of the referred to above must be appropriate/recognizable experience at management level. (Minimum of 6 years as an Assistant Manager Nursing). Valid code EB Driver's License (code8). (Applicants are not submitting copies/attachments/proof/certificates/ID/Driver license/qualifications on application, only when shortlisted). Knowledge, Skills, Behavioural Attributes and Competencies Required: Knowledge: Own discipline. Relevant legislation, regulations and policies, Programme planning, implementation and evaluation. Information Management, Quality assurance and improvement programmes. Programme planning, and evaluation. Information management. Human resources and

financial management skills: Leadership. Communication. Problem solving. Computer literacy. Behavioural Attributes: Stress tolerance, Self confidence. Objective. Emphatic.

DUTIES

: Represent own discipline as member of Clinical Specialist Team responsible for the delivery of quality health care for mothers, new born and children at all levels within a health District. Promote equitable access to an appropriate level of care mothers, new born and children throughout the district. Maintain personal competency in own clinical discipline. Supports clinical effectiveness in all facilities through supporting outreach programs and developments, 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 all facilities within the district. Facilitate and participate in the development, training and mentorship of nursing and allied health professionals and community workers under their supervision. Work with the district management team to establish and maintain systems including surveillance, health information, communication and referral guidelines and process to support the delivery of services. Provide support to ensure appropriate infrastructure, equipment, resources and sundries for the provision of quality clinical care. Assist, support and participate in risk management activities for patients (e.g. critical event analysis, morbidity and mortality meetings) practitioner (e.g. infection control) and the organization (e.g. performance reviews). Assist, support and participate in the clinical audits and quality improvement cycles in health facilities and, where appropriate, in community settings such as schools and Ward based Primary Health Care teams. Implement effective monitoring and evaluation processes, effective use of data and appropriate reporting on outputs and health outcomes. Assist, support and participate in relevant research. Foster effective teamwork and collaborate within the district specialist team and with other professionals in the district involved in the delivery of Primary Health Care. Enable engagement with the local community and relevant non-government organizations, promoting adherence to district clinical and public health guidance as appropriate. Facilitate and ensure effective communication with all management structures within the district, the regional and tertiary hospitals relevant as well as the provincial Department of Health. Present regular reports on activities, health services and programmes. Assist with strategic and operational planning of services in the district and/or catchment area of the regional hospitals-coordinate and supervise discipline related services with the district. Assist with the recruitment and management of relevant human resources.

ENQUIRIES

: Dr Amet Tshabalala Tel No: (034) 328 7000

APPLICATIONS

: All applications should be forwarded to: The Acting Deputy Director: Human Resource Management Services: KZN Department of Health, Private Bag X6661, Newcastle, 2940 or Hand delivered to: 38 Voortrekker Street, Newcastle.

FOR ATTENTION

: Mr V.J Khumalo

NOTE

: Applications must be submitted on the prescribed Application for Employment form (Z83) This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Application form (Z83) must be accompanied by detailed Curriculum Vitae. Applicants are not required to submit copies of qualifications and other documents on application but must submit the Z83 and a detailed Curriculum, Vitae. Certified copies of qualifications, proof of registration and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendation of the advert (only when shortlisted). The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note due to financial constraints, there will be no payment for S&T

		claims. Employment Equity Target for this post is African Male, and peoples with disability may feel free to apply.
<u>CLOSING DATE</u>	:	02 October 2023
<u>POST 33/292</u>	:	<u>DEPUTY MANAGER NURSING REF NO: OTH CHC 27/2023 (X1 POST)</u>
<u>SALARY</u>	:	R930 747 per annum, (all-inclusive package). Other Benefits: 12% Rural Allowance.
<u>CENTRE</u>	:	Othobothini Community Health Centre
<u>REQUIREMENTS</u>	:	Senior Certificate / STD 10/ Grade12. Basic R425 qualification (i.e. diploma/ degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A minimum of 9 years appropriate/recognizable nursing experience after registration as Professional Nurse with the SANC in General Nursing. At least 4 years of the period referred to above must be appropriate/recognizable experience at management level. Current registration with SANC (2023 Receipt). Valid Driver's Licence. Recommendation: Degree / Diploma in Nursing Administration. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing Care process and procedures, nursing statuses and other relevant legal frameworks such as Nursing Act, Occupational Health and Safety Act, Patients; Rights Charter, Batho-Pele Principles, etc. Sound Management, negotiations, interpersonal and problem solving skills. Good verbal and written communication skills. Sound working knowledge of nursing management. Knowledge of HR and Financial Policies and practices such as Skills Development Act, Public Service Regulations, Labour Relations Act including disciplinary procedures. Basic Financial Management Skills. Demonstrate an in Depth understanding of Nursing Legislation and related legal and ethical practices. Computer literacy.
<u>DUTIES</u>	:	Provide guidance and leadership towards the realization of strategic goals and objectives. Support and promote relevant research. Lead change in the Nursing. Delegate, Supervise and coordinate the provision of effective efficient quality of care. Ensure the promotion of nursing ethos and professionalism. Manage and utilize resources in accordance with relevant directives and legislation. Establish, maintain and participate in inter-professional and multi-disciplinary teamwork that promotes efficient and effective health care. Utilize information technology and other management information system to manage nursing information for the enhancement of service delivery. Develop and monitor the implementation of policies, programmes, regulations, practices, Procedures and Standards pertaining to nursing care. Ensure the implementation of Nursing Care Management activities according to the standards of Practice and Scope of Practice. Provide Professional, Technical and Management support for the provision of Quality Patient Care through proper Management of Nursing Care Programs. Represent Nursing Department in the Senior Management Team.
<u>ENQUIRIES</u>	:	Mrs. D.S Mkhwanazi Tel No: (035) 572 9002
<u>APPLICATIONS</u>	:	Please forward applications quoting reference number to: Human Resource Management Service, Othobothini CHC, Private Bag X12, Jozini, 3969 or hand deliver to Othobothini CHC, HR Department.
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83), which is obtainable at any Government Department or from website- www.kzhealth.gov.za . Curriculum Vitae (CV). Only shortlisted candidates will submit copies of ID, Std 10 Certificate, educational qualifications, Certificate of service/Proof of experience signed by HR officer. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful. African Males are most welcome to apply.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/293</u>	:	<u>DEPUTY DIRECTOR: WOMEN'S HEALTH PROGRAM REF NO: G101/2023</u> Cluster: Maternal Child and Women's Health and Nutrition
<u>SALARY</u>	:	R811 560 per annum (Level 11), an all-inclusive MMS salary package

**CENTRE
REQUIREMENTS**

: Head Office: Pietermaritzburg
: Matric Certificate (Grade 12) Plus An undergraduate qualification (NQF Level 7 or Diploma (NQF6) in Nursing. Medicine (MBChB) Plus Registration SANC or HPCSA Plus A minimum of 3-5 years as an Assistant Director Plus Five (5) years' experience after registration with professional body in Maternal, Child and Women's Health Programme PLUS Valid code EB Driver's License (code 8) Plus Computer literacy Recommendations: A Masters in Public Health or similar in research will be a great advantage. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the interview. Knowledge, Skills, Training and Competencies Required: Job Purpose: To promote the right to Sexual and Reproductive Health (SRH) for women and adolescent girls, and guide provincial and district policy makers and Programme managers in implementing quality effective integrated, comprehensive SRH services which are standardized across the province. This must include access to an appropriate method-mix of voluntary contraceptive options for all women and girls at risk of pregnancy; coverage of first and second trimester termination of pregnancy services; companionate and professional care for victims of sexual assault; effective cervical and breast screening and treatment Programme; access for Department of Health clinical staff to training in women's health knowledge and skills; comprehensive data collection, analysis and strategic planning in the field of women's health. The Ideal candidate must possess the following: Technical knowledge on women's health policies, Knowledge of the current health and public health services legislation, Financial management skills, Project management skills, Understanding of epidemiology and statistics, Leadership skills, including Good communication, decision making and clinical skills, Possess sound knowledge of human resources, Management skills, including budgeting, planning, implementation, and quality assurance. Note: candidates will only be considered if they are willing to actively promote comprehensive coverage of Choice on Termination of Pregnancy (CTOP) services across the province. Those with a conscientious objection to CTOP services cannot be considered for this post.

DUTIES

: Develop, review and ensure implementation of relevant policies and guidelines: Performance standard, Update existing provincial women's health-related guidelines and policies, Develop new guidelines and policies for the Province in response to identified issues in women's health field, Provide guidance to districts regarding best practices for women's health coordinators; Identify women's health advocacy needs according to priorities; Develop and implement strategies to reduce women's health-related morbidity and mortality: Performance standard; Develop annual strategy for each key area of Programme (family planning/contraceptive services; CTOP services; cervical screening; sexual assault); Report on key activities conducted aligned to these strategies; Facilitate engagement on programme performance at women's health management and provincial quarterly meetings; To provide technical support and capacity building at the district Performance standard; Facilitate district-specific women's health issues; Support the districts in devising district plans to address district-specific women's health issues; Provide technical assistance to district and facility management team; conduct outreach support visits (on site or virtual to all districts) with priority given to districts with poorest performance; Facilitate training in all key areas of women's health Programme; Monitoring and evaluation of policies and strategic planning: Performance standard; Reviews and update women's health data elements; Quarterly reports prepared with remedial actions; Women's health data improved; Analysis of women's health indicator performance with the team; Compile and submit quarterly women's health performance reports; Monitor quarterly the implementation of women's health policy recommendations; Improve partnership with the community: Performance standard; Ensure working relationship with the NGO's; Ensure community activities; Conduct relevant campaigns to promote women's health in the community (e.g. pap smear drive) Undertake other managerial and administration duties: Performance standard ;Completion of women's health administrative task; EPMDS completed ;Compile DORA Report; Reports submitted on request; Supervise, support and input into district women's health activities; Support HR women's health Programme related trainings and workshops; Participate in provincial and district interviews as panel member.

ENQUIRIES

: Dr. M Netshinombelo Tel No: (033) 395 2740

APPLICATIONS : All applications should be forwarded to: The Chief Director: Human Resource Management Services: KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1:1 North Tower

FOR ATTENTION NOTE : Mr. ZM Ndlovu
 : Applications must be submitted on the prescribed Application for Employment form (Z83) 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 at request if shortlisted. Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

CLOSING DATE : 03 October 2023

POST 33/294 : **PHARMACIST GRADE 1&2 REF NO: EB25/2023 (X1 POST)**

SALARY : Grade 1: R768 489 – R814 437 per annum, all-inclusive package in terms of OSD
 Grade 2: R830 751 – R880 521 per annum, all-inclusive package in terms of OSD

CENTRE REQUIREMENTS : East Boom CHC
 : Matric / Grade 12 certificate or equivalent, Bachelor of Pharmacy (BPharm) Degree, Current Registration as a Pharmacist with the South African Pharmacy Council (SAPC) (2023), Current annual fee payment to SAPC (2023), Proof of work experience as a registered pharmacist, endorsed and stamped by your Human Resources Department (Proof will only be required from shortlisted candidates), Locum experience must include letters of service, stating relevant period of experience, indicating number of hours per day or if is full time Proof will only be required from shortlisted candidates, Non-South African citizen applicants need to have a valid work permit in compliance with HR Circular 49 of 2008 obtainable from any government department. **Grade 1:** South African Qualified persons, registration with the South African Pharmacy Council after Community Service has been completed. Foreign qualification, one (1) year relevant experience after registration as a pharmacist 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 2:** Five (5) years relevant experience after registration with SAPC as a pharmacist. Six (6) years relevant experience after registrations as a pharmacist 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, Trainings and Competencies Required for the post: Knowledge and understanding of the legislation, policies and regulations pertaining to Pharmacy Practice, Control of Medicines, Public Service and Public Finance Management, among others, Knowledge of Pharmacy pertaining to OHSC and SAPC audit structures, Appropriate clinical knowledge and experience in all aspects of Medicine Supply Management, Good communication skills, leadership, decision-making and problem solving qualities, Ability to apply principles of Clinical and Corporate Governance, Proficiency in Microsoft Office Software, Good supervisory, analytical, team building skills, project and time management

<u>DUTIES</u>	:	skills, Commitment to service excellence, Willingness to register as a tutor with the South African Pharmacy Council.
	:	Provision of pharmaceutical care for all patients within the Msunduzi Central Sub-District, Ensure effective and efficient functioning of the supported PHC Clinics Pharmaceutical Processes, Perform duties of a Pharmacist, maintaining and improving the quality of patient care as a member of the multidisciplinary team, Promote Public Health, Quality, Priorities, Patients' Rights Charter and Batho Pele Principles, Evaluation of the patient medicine related needs by determining the indication, safety and effectiveness of the prescribed therapy, Furnishing of information and advice to any person, regarding the safety, effectiveness and use of medicine, Provision of comprehensive patient counselling and liaison with clinicians to ensure optimal therapeutic outcomes, Ensure medicine availability through implementation of all aspects of Medicine Supply Management [Demand Management, Procurement, Logistics and Distribution] within the Msunduzi Central Sub-District, Ensure that section 21 medicine procedures are adhere to by health professionals and schedule 5 and 6 registers are balanced and maintained, Assist to implement and monitor adherence to standard operating procedures, OHSC, SAPC and Ideal Community Health Centre and Clinics norms and standards, and other statutory regulations, Management of resources in the Pharmacy (including human resources), Supervising, evaluating and managing performance for all categories of staff in the allocated and delegated section, including Outreach, Compiling of reports for submissions to the Pharmacy Management, Deputize for the Assistant Manager: Pharmaceutical Services and Sectional Heads when required, Attend to performance management, discipline and counselling of staff, Provide support to East Boom CHC departments as well as EB CHC down-referral clinics, Tutoring of Intern Pharmacists and Learner Pharmacist Assistants, Perform all duties within the scope of a pharmacist, according to the South African Pharmacy Council, Compliance with the Performance Management and Development System (contracting, quarterly reviews, and final assessment), Perform any other duties/ tasks as may be deemed necessary by the Pharmacy Management.
<u>ENQUIRIES</u>	:	Ms L Majazi Tel No: (033) 264 3201
<u>APPLICATIONS</u>	:	to be submitted, East Boom CHC Private Bag X4018, Willowton, Pietermaritzburg, 3201 or hand delivered to 541 Boom Street, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	:	Human Resource Practices
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	02 October 2023
<u>POST 33/295</u>	:	<u>PHARMACIST GRADE 1 REF NO: MAN21/2023 (X1 POST)</u> Component: Pharmaceutical services
<u>SALARY</u>	:	R768 489 – R769 368 per annum. Other Benefit: 13th Cheque (service bonus) Plus 17% rural allowance medical aid: optional. Housing allowance: employee must meet prescribe requirements.
<u>CENTRE</u>	:	Manguzi Hospital
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. Bachelor of Pharmacy Degree / Diploma, Registration as pharmacist with the South African Pharmacy Council. Current registration with South African Pharmacy Council for 2023. Valid driver's license. NB: All shortlisted will be requested to provide certificate of service endorsed by Human Resource Department. Knowledge, Skills and Competencies Required: Thorough understanding and knowledge of the relevant Acts, Good Pharmacy practices, the national drug policy, District Health System and essential drug list. Sound knowledge of work processes and procedures in the pharmacy department. Good communication, organizational and interpersonal skills. Computer literacy. Ability to manage conflict and apply discipline. Ability to work under pressure. Commitment to service excellence with sound decision making, ethical and innovative skills.
<u>DUTIES</u>	:	Provide accurate, efficient cost and quality pharmaceutical services. Provide comprehensive pharmaceutical services for inpatients and outpatient sections. Provide expert and professional advice regarding medicine information, counselling and education services to health care professionals and patients. Assist with management of human, financial and material resources in the

pharmacy. Maintain accurate and appropriate patient's records and statistics. Supervise Pharmacist interns, Pharmacist Assistants. Exercise rational medicine use and participate in PTC activities. Ensure maintenance of cold chain in the pharmacy and satellite clinics. Monitor expenditure of pharmaceuticals to prevent over expenditure and wastage of pharmacy resources. Provide adequate pharmaceutical support to all clinics attached to the hospital. Provide training to Pharmacist Interns and Pharmacist Assistants. Perform management duties when required. Organize and control the prepacking and compounding of pharmaceutical products. Ensure compliance with Good Pharmacy Practice, Norms and Standards, policies and procedures. Provision of pharmaceutical services after normal working hours.

**ENQUIRIES
APPLICATIONS**

: Mr. NT Ngubane Tel No: (035) 592 0150
 : should be forwarded to: Mr. N.T Ngubane, Assistant Director: HRM, Manguzi District Hospital, Private Bag X301, KwaNgwanase, 3973.

NOTE

: The following documents must be submitted: Application must be accompanied by new Z83 form, obtainable from any Public Service Department, or obtainable at (www.kznhealth.gov.za) and a recent updated Comprehensive Curriculum Vitae (previous experience must be comprehensively detailed i.e. positions held and dates). In the case of foreign qualification: it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) or other regulating bodies to their applications if shortlisted. 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 document/ information will result in your application not be considered. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. All employees in the Public Service that are presently on the same salary level but on a notch/package above the minimum as that of the advertised post are free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representative in all levels of all occupational categories in the Department. The appointment is subject to positive outcome obtained from the NIA to the following checks: Security clearance, credit records, qualification, citizenship and previous experience verifications. Failures to comply with the above instructions will result to your application being disqualified. Note: Due to financial constraints S&T Claims will not be considered.

CLOSING DATE

: 02 October 2023

POST 33/296

: **OPERATIONAL MANAGER NURSING (OUTPATIENT DEPARTMENT) REF NO: CJMH 22/2023 (X1 POST)**

SALARY

: R627 474 - R703 752 per annum. Other Benefits: 13th Cheque Rural Allowance is compulsory Homeowner's allowance must meet Prescribed requirements.

**CENTRE
REQUIREMENTS**

: Charles Johnson Memorial Hospital
 : Grade 12/Senior certificate, An appropriate B Degree/Diploma in General nursing .Post basic diploma in Trauma & Emergency Nursing Science or Orthopedic Nursing Science, Minimum of 9 years appropriate/recognizable nursing experience after registration as Professional nurse with SANC in General Nursing with 4 year post basic qualification in Trauma & Emergency /Orthopedic Nursing Science (no attachments/copies/certified copies/proof/certificates on application, only Z83 and CV, applicants will submit documents only when shortlisted). Knowledge, Skills Training and Competencies Required: Leadership, organizational, decision making, supervisory and problem solving abilities within the limit of the Public sector and institutional policy framework, Knowledge of nursing care process and procedures, Nursing statutes and other relevant legal framework, Ability to formulation patient's care related policies, vision, mission and objectives of the component, Communication and interpersonal skills including Public Relations, negotiating, coaching, conflict handling and counselling skills Financial and Budgetary, Knowledge pertaining relevant resources under management, Insight into procedures and policies pertaining relevant resources under programmes. Willingness to work shift, day and night duty, weekends and Public holidays, Competencies (knowledge/ skills), Good communications and interpersonal skills, planning and organizational skills.

DUTIES : Provide optimal, holistic specialized nursing care according to set standards and a professional/legal growth. Provide comprehensive, quality nursing care to patient/clients in a specialty unit in a cost effective, efficient manner. Assist in decreasing burden of diseases. Assist in planning, organizing and monitoring of objective of the specialized unit and OPD. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Able to plan and organize own work and that support personnel to ensure proper nursing care. Display concern for patient, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirement and expectation (Batho Pele). Able to manager clients during disaster and implement disaster plans. Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patient, 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's satisfaction. Participate in the analysis and formulation of nursing policies and procedure. 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 and monitor appropriate level of consumables. Ensure that equipment in the unit is adequate and is checked and in working order. Provide for a safe therapeutic and hygiene environment. Work effectively and amicably at supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Demonstrate and understanding of Human Resource and Financial management policies and procedures. Monitor and evaluate the care management of all patients and ensure the maintenance of accurate and complete patient records.

ENQUIRIES APPLICATIONS : Mrs. T. P. Ndlovu Tel No: (034) 271 6400
 : All application should be forwarded to: Human Resource Manager, 92 Hlubi Street C. J. M. Hospital Nqutu, Private Bag X5503, Nqutu, 3135.

FOR ATTENTION NOTE : Human Resource Manager
 : Due to financial constraints no S&T or relocation costs will be paid for attending interviews.

CLOSING DATE : 04 October 2023

POST 33/297 : **ASSISTANT MANAGER NURSING: M&E REF NO: MONT 11/2023 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R627 474 per annum
 : Montebello Hospital
 : Senior Certificate or Equivalent qualification. Basic R425 qualification i.e. Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional. Current registration with South African Nursing Council as a Professional Nurse. A minimum of eight (8) years appropriate /recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least three (3) years of the period referred to above must be appropriate/recognizable experience at management level. Computer literacy (Ms Word, PowerPoint, Excel etc.). Valid Driver's Licence
 Recommendations: Diploma / Degree in Nursing Administration /Management. A supporting qualification/experience in Planning, Monitoring and Evaluation in a health care environment will be an added advantage.

DUTIES : Coordinate development of the operational plan in the institution with the input from all departments in the facility. Ensure all plans for departments are in place, facilitate and co-ordinate planning sessions. Ensure alignment of plans with the Annual Performance Plan (APP) and District Health Plan (DHP). Monitor compliance with implementing the M&E Framework, Data Management Policy and SOP, Quality Assurance and Infection Prevention and Control policy and guidelines. Co-ordinate functions of Health Information Team. Ensure data is collected and analysed on a monthly basis and validated as per data management standard operating procedures. Plan and co-ordinate the implementation and monitoring of data quality and quality assurance in service delivery. Ensure that standards, quality assurance and risk management is maintained within the hospital in line with the Norms and Standards. Ensure the development, review and maintenance of institutional policies and protocols. Monitor and report on the performance of all departments in the facility. Provide reports to the management and governance structure. Monitor inspection process that is in keeping with the established quality assurance goals, which seek to ensure that patient care is maintained

at an optimal level and delivered in a cost effective manner. Promote patient care practices and professional performance that is regularly assessed using valid and reliable criteria. Monitor, evaluate and report on delivery of quality care at the institution including clinical care, waiting times and client experience of care. Monitor implementation of plans to promote clean audits. Ensure efficient and effective utilization of resources allocated to the component, inclusive of the development of staff. 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.

- ENQUIRIES** : Mrs Z.C. Mzobe Tel No: (033) 506 7008
- APPLICATIONS** : all applications should be forwarded to: The Chief Executive Officer: Montebello Hospital, P/Bag X506, Dalton, 3236.
- FOR ATTENTION** : Human Resource Manager
- NOTE** : Applications must be submitted on the prescribed Application for Employment form (Z83) 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, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. It would be appreciated if you can attach course certificates only applicable to the post requirements. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
- CLOSING DATE** : 06 October 2023
- POST 33/298** : **OPERATIONAL MANAGER (GENERAL - FEMALE WARD) REF NO: BETH 49/2023 (X1 POST)**
- SALARY** : R497 193 per annum, (all –inclusive package). Plus 12% rural allowance, 13th Cheque, Medical aid (optional) and housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Bethesda District Hospital - (KwaZulu - Natal)
- REQUIREMENTS** : Standard 10/ Grade 12. Diploma / Degree in General Nursing. Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Current Registration with SANC as a General Nurse. Knowledge Skills Training and Competencies Required: 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. 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 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. Manage and monitor proper utilization of human, financial and physical resources. 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. Supervise and ensure the provision of an effective and efficient patient care through adequate nursing care. 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. Adhere to correct channels of communication as per the hospital organogram.

- ENQUIRIES** : Ms. S.T Gumede (Assistant Nurse Manager) Tel No: (035) 595 3101
Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602 Ubombo 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's intention to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/299** : **OPERATIONAL MANAGER NURSING: (GENERAL STREAM) REF NO: PMMH/OMN/OS/01/2023 (X1 POST)**
Component: Outpatient Services
- SALARY** : R497 193 – R559 686 per annum. Other Benefits: Home Owner Allowance (conditions apply), 13th Cheque (conditions apply), Medical Aid (Optional), In-hospital Area Allowance (8% of basic salary)
- CENTRE REQUIREMENTS** : Prince Mshiyeni Memorial Hospital
Basic R425 qualification (i.e. Diploma/ Degree in General Nursing and Midwifery) that allows registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. Certificates of Registration with the SANC (General Nursing and Midwifery). Current registration with the SANC (2023). Experience: a minimum of 7 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendation: Computer literacy. Knowledge, Skills, Training and Competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Possess communication skills for dealing with patients, supervisors and other members of the multidisciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and Advocating proper treatment and care including a willingness and awareness to respond to patient's needs, requirements and expectations (Batho Pele). Demonstrate

a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to Ensure proper nursing care in the unit.

DUTIES

: Work as part of a multi-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient in outpatient services. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards as determined legislative framework and national Core Standards and Office of Health Standard Compliance. Perform duties within the ambits of legal framework as required. Ensure compliance to professional and ethical practice. Work effectively and amicably at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Perform duties as delegated by the supervisor and relief duties of the assistant nurse manager's office as required. Ensures implementation of programs relevant to the area of speciality. Serves in quality improvement, IPC and Health and Safety committees. NB: Must be prepared to work shift as per allocation; includes night shift, weekends and Public Holidays.

ENQUIRIES

: Mrs R.M Abboo Tel No: (031) 907 8518

APPLICATIONS

: to be forwarded to: The Human Resource Manager OR Hand deliver to A-Block 1st Floor white applications box. Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobezi, 4060

FOR ATTENTION

: Mr. M.F Mlambo

NOTE

: The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effectively from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department OR downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za/vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH/OMN/OS/01/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.)

CLOSING DATE

: 02 October 2023

POST 33/300

: **CLINICAL NURSE PRACTITIONER (HAST) REF NO: UNTU 34/2023**

SALARY

: Grade 1 R431 265 per annum

Grade 2: R528 696 per annum

Other Benefits: 13th Cheque, Home Owner's Allowance (Employee Must Meet Prescribed Requirements), Medical Aid (optional) and 8% rural allowance

**CENTRE
REQUIREMENTS**

:
: Untunjambili Hospital
: Senior Certificate. Degree/Diploma in General Nursing, Midwifery plus 1 year post basic qualification in Primary Health Care. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse Computer Literacy: MS Software. A Valid Driver's License code 08 or code 10. **Grade 1:** Grade 12 or Senior Certificate. A minimum of 4 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing. One year Post Basic Qualification in Primary Health Care. **Grade 2:** A Minimum of 14 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing of which at least 10 years must be appropriate/ Recognizable experience after obtaining the one year post basic qualification in primary Health Care. One Year Post Basic Qualification in Primary Health Care. Applicants are not submitting copies/ attachment/ proof/ certificates /ID/Driver's License/ qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of all applicable legislation and guidelines, including scientific nursing and nursing Principles. Good interpersonal relationship skills and good listening skills. Good communication and problem solving skills. Co-ordination and planning skills. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies.

DUTIES

:
: Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations, to HIV, SIT'S and TB health services and thus assist with the acceleration of activities in order achieve 95 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all support and nursing staff. Identification of high transmission areas for HIV, TB, STI's and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other governmental departments, civil society and other non-governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi-hours and shifts in order to increase access of health services to key populations.

**ENQUIRIES
APPLICATIONS**

: Mrs NP Ngubane Tel No: (033) 444 1707
: should be forwarded to: Human Resource Manager, Private Bag X216 Kranskop, 3268 or hand deliver or courier your application.

NOTE

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

accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups, African Males, Indian Males, and White Male/Females are encouraged to apply for the post.

- CLOSING DATE** : 06 October 2023
- POST 33/301** : **PROFESSIONAL NURSE- SPECIALTY REF NO: CTK 34 / 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
- REQUIREMENTS** : **Grade 1:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic diploma in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current SANC receipt for 2023. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing and midwifery. Certificate of service endorsed by Human Resource department (certificate of service). **Grade 2:** Senior Certificate / Grade 12. Diploma / Degree in General Nursing and midwifery that allow registration with SANC as a Professional Nurse and a midwife. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse and Midwife. Current SANC receipt for 2023. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Nurse. 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. Certificate of service endorsed by Human Resource department. Knowledge, Skills, Competencies and Training Required: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector but not overstepping scope of practice. 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. Supervisory, team-building, problem-solving, communication and skills to practice in the field of work.
- DUTIES** : Execute professional Nurse's 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. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff. 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 medical/ surgical 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. Continuous Professional Development (CPD) training. Participate in the departmental quality improvement committees. Assist and supervise in CSSD. Manage/ co-ordinate the smooth functioning of the instrument/package room.
- ENQUIRIES** : Miss MNL Mthembu – DMN Tel No: (039) 834 7500, ext. 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, 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.

CLOSING DATE : 02 October 2023

POST 33/302 : **LECTURER: CLINICAL FACILITATOR REF NO: CJMNC04/2023 (X1 POST)**
 Component: Charles Johnson Memorial Nursing Campus

SALARY : PND1: R431 265 per annum
 PND2: R528 696 per annum
 Other Benefits: 13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))

CENTRE REQUIREMENTS : Charles Johnson Memorial Hospital
 : Senior Certificate/Grade 12 Plus, A Diploma/Degree in Nursing, Midwifery and Community, Plus A post registration qualification in Nursing Education registered with the South African Nursing Council, Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher Plus; **PND 1:** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC. **PND 2:** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10 (Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid driver's licence. Recommendations: Master's Degree in Nursing, Basic Computer Literacy. Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

DUTIES : Provide effective and efficient clinical training of student nurses. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of student nurses between the Campus and Clinical area. Implement assessment strategies to determine student nurses competencies. Exercise control over student nurses. Help learners to integrate theoretical practical knowledge and continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. Implement the quality management system for the Nursing Education Institution. Implement the new programmes in line with SANC and CHE regulations. Support the mission and promote the image of the College.

ENQUIRIES APPLICATIONS : Ms RE Khoza Tel No: (034) 271 6412
 : The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 or Hand Delivered to Charles Johnson Memorial Hospital HR.

FOR ATTENTION NOTE : Human Resource Manager
 : The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC04/2023. Faxed and emailed applications will NOT be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T claims will be considered for payment to candidates that are invited for interviews.

CLOSING DATE : 04 October 2023

POST 33/303 : **LECTURER REF NO: CJMNC05/2023 (X1 POST)**
 Component: Charles Johnson Memorial Nursing Campus

SALARY : PND1: R431 265 per annum
 PND2: R528 696 per annum
 Other Benefits:13th Cheque, 12% Rural allowance, Medical aid (optional) and Housing allowance (Home owners allowance (Employee must meet prescribed requirements))

CENTRE REQUIREMENTS : Charles Johnson Memorial Hospital
 : Senior Certificate/Grade 12 Plus, A Diploma/Degree in Nursing, Midwifery and Community, Plus A post registration qualification in Nursing Education registered with the South African Nursing Council, Current registration (2023) with SANC as a General Nurse, Midwife/Accoucher plus; **PND 1:** A minimum of 4(four years appropriate/ recognizable nursing experience after registration as Professional Nurse with SANC. **PND 2:** A minimum of 14 (Fourteen) years appropriate/recognizable experience after registration as a Professional Nurse with SANC in General Nursing of which 10(Ten) years of years of period referred to above must be appropriate/ recognizable experience in Nursing Education. Unendorsed valid Code EB drivers licence. Recommendations: Master's Degree in Nursing, Basic Computer Literacy. Knowledge, Skills and Experience: Possess knowledge of the relevant legislation, Acts, Prescripts and Policy Frameworks informing the area of operation. Have in-depth knowledge of procedures and processes related to nursing and nursing education. Possess sound knowledge and understanding of nursing code of ethics and professional practice. Possess in-depth knowledge of teaching and clinical approaches. Have good research and analytical skills. Competence in conflict management and problem solving skills. Possess good communication and interpersonal skills. Willingness to travel. Computer literacy.

DUTIES : Provide effective and efficient clinical training of nurse learners. Develop/design, review and evaluate clinical evaluation tools. Coordinate clinical learning exposure of nurse learners between the Campus and Clinical area. Implement assessment strategies to determine nurse learners competencies. Exercise control over nurse learners. Help learners to integrate theoretical knowledge and attitude continuously. Socialize learners into nursing profession. Participate in the Academic management of learners experiential learning. Organise and maximise learning opportunities for learners. Support the mission and promote the image of the College. Implement the quality management system for the Nursing Education Institution. Implement the new programmes in line with SANC and CHE regulations.

ENQUIRIES APPLICATIONS : Ms RE Khoza Tel No: (034) 271 6412
 : must be forwarded to: The Chief Executive Officer, Charles Johnson Memorial Hospital, Private Bag X5503, Nqutu, 3135 OR Hand Delivered to Charles Johnson Memorial Hospital HR

FOR ATTENTION : Human Resource Manager

<u>NOTE</u>	:	The following documents must be submitted: Application for Employment Form (form Z83), which is obtainable at any Government Department OR from the website- www.kznhealth.gov.za. Applicants are not required to submit copies of qualifications and other relevant documents on application, but must submit the Z83 and a detailed curriculum vitae. The Reference Number must be indicated in the column provided on the Z83, e.g. CJMNC05/2023. Faxed and emailed applications will not be accepted. NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. Non-RSA Citizens/Permanent Work. Please note that due to financial constraints, No S&T and resettlement claims will be considered for payment to candidates that are invited for interviews.
<u>CLOSING DATE</u>	:	04 October 2023
<u>POST 33/304</u>	:	<u>PROFESSIONAL NURSE SPECIALTY GRADE 1 & 2 (PAEDIATRICS) REF NO: GTN 40/2023 (X2 POSTS)</u> Component: Paediatric
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance
<u>CENTRE REQUIREMENTS</u>	:	Greytown Hospital Senior certificate (grade 12). Basic R425 qualification (i.e. Diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a professional nurse. Diploma/Degree in general nursing and midwifery. A post basic nursing qualification in child nursing science with duration of at least one year one year accredited with SANC. Current registration with SANC as a General Nurse, Midwifery and Child nursing science (2023). Grade 1: A Minimum 4 years appropriate / recognizable experience in nursing after registration as a Professional nurse with the SANC in General Nurse with one year post basic Child Nursing Science. Grade 2: A Minimum of 14 years appropriate / recognizable experience IN Nursing after registration as Professional nurse with SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate/recognizable experience in Paediatric ward after obtaining the 1 year post basic qualification in Child Nursing Science. Knowledge, skills, Training and Competences required. Demonstrate effective communication with patients, supervisor and other clinicians, including report within required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively co-operatively, amicably with person of diverse intellectual, cultural, racial or religious differences. Able to plan organise own work and that of support personnel to ensure proper nursing care. A sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health and Safety Act of 1995.
<u>DUTIES</u>	:	Provider of holistic, specialized nursing care with set standard and within legal framework. Implement standard, practices, criteria and indicators for quality nursing and (quality practices). Practice nursing and health care accordance with laws and regulations relevant to nursing and health care. Maintain in a constructive working relationship with nursing and other stake holder. Utilize human, material and physical resources efficiency and effectively. Delegate duties and support staff executing of patient care delivery. To do re-adjustment as required on shift to provide adequate nursing coverage. Assist in orientation and mentoring of all nursing staff and orientation of other staff. To assist in the planning and co-ordinating of training and promote learning opportunity for all nursing categories. To maintain code of conduct for the public services and the professional body. To complete patient related data and partake in research. To do re-adjustment as required on shift to provide adequate nursing coverage. Assess suitability of equipment and consumable for specialized areas. Assist

in relief duties of the supervisor. Act as junior shift leader on both day and night shift.

ENQUIRIES : Ms. P.P.L Nkala Tel No: (033) 4139 400
APPLICATIONS : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
FOR ATTENTION : Mrs Z.J Ngobe
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. 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

CLOSING DATE : 02 October 2023

POST 33/305 : **CLINICAL NURSE PRACTITIONER REF NO: GTN 41/2023 (X2 POSTS)**

SALARY : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, plus 12% Rural allowance, Medical aid (optional).
Housing allowance

CENTRE : Greytown Hospital (Kranskop Clinic)
REQUIREMENTS : Senior Certificate /Grade 12. Diploma/ Degree in General Nursing PLUS 1year post basic qualification in Primary Health Care and Midwifery. Registration with SANC as a registered and Primary Health Care nurse. Current S.A.N.C receipt 2023. **Grade 1:** A minimum of 4 years appropriate / recognizable nursing experience after registration as a Professional Nurse with SANC. **Grade 2:** A minimum of fourteen (14) years recognizable nursing experience as a General Nurse of which at least 10 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post –basic qualification in the relevant specialty. Knowledge, skills, Training and Competences required. Knowledge of SANC rules and Regulations of Legislatives Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills, sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patient promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.

DUTIES : Ensuring data management at all levels. Manage and supervise effective utilization of allocated resources. Demonstrate effective communication with health team, supervisors and other clinicians including report writing monthly and statistics as required. Able to plan and organize own work and that of support personnel to ensure good communication care. Provide quality comprehensive health care to the community. Provide educational services to staff and communities. Work as part of multidisciplinary team to ensure good health care at PHC setting in all health programmes including NGOs, CBOs and CHWs. Display concern for the community, promoting and advocating proper care including awareness and willingness to respond to community needs. Assist with performance reviews i.e. EPMDS. Motivate staff regarding development in order to increase level of expertise and assist the community to develop a sense of care. Ensure 24 hours health services to all community members.

ENQUIRIES : Ms. P.P.L Nkala Tel No: (033) 4139 400
APPLICATIONS : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
FOR ATTENTION : Mrs Z.J Ngobe
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. 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

<u>CLOSING DATE</u>	:	02 October 2023
<u>POST 33/306</u>	:	<u>PROFESSIONAL NURSE (SPECIALTY THEATRE AND CSSD) REF NO: GTN 42/2023 (X1 POST)</u> Component: Nursing (Theatre & CSSD)
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other benefits: 13th cheque, plus 12% Rural allowance, Medical aid (Optional). Housing allowance
<u>CENTRE</u>	:	Greytown Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (senior certificate) Standard 10 Plus Diploma/Degree qualification that allows registration to General and Midwifery Nursing Science Plus One (1) year Diploma / Degree in Medical and Surgical Nursing Science (Diploma in Operating Theatre technique) (DOTT) PLUS. Current registration with SANC as General Nurse with Midwifery, Medical and Surgical Nursing Science (DOTT). Registration with SANC 2023 receipt. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience after registration as a Professional Nurse with S.A.N.C. in General Nursing plus one (1) year post basic qualification in relevant field (DOTT). Grade 2: A Minimum of 14 years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with S.A.N.C. in General Nursing. At least 10 years of the period referred to above must be appropriate / recognisable Theatre experience after obtaining one (1) year post basic qualification in relevant field (DOTT). Knowledge, skills, Training and Competences required. Sound knowledge of latest technology in Theatre Nursing. Sound knowledge nursing care. Sound knowledge of nursing care delivery approaches. Formulation of mission and objectives of the unit. A Sound knowledge of the Provincial Health Act of 2000, the Nursing Act, Occupational Health & Safety Act of 1995. Maintain accurate and complete patient records according to legal requirements.
<u>DUTIES</u>	:	Ensure obstetric and emergencies and high risk conditions are handled appropriately. Provide a safe therapeutic environment and ensure ethical standards within a professional and legal framework is maintained as laid down by the Nursing Act. Provide an optimal, holistic specialized nursing care with set standards and within a professional/ legal framework. Delegate duties and support staff in the execution of patient care. Assist with relief duties of the supervisor and act as a junior shift-leader on both day and night shift. To participate in quality improvement programmes and clinical audits. Co-ordination of optimal holistic specialised nursing care provided within set standards and a professional / legal framework. Manage effectively the utilization and supervision of human, financial, physical and material resources and services. Co-ordination of the provision of effective training research. Provision of effective support to nursing services. Maintain professional growth/ethical standards and self-development. To relieve with duties of the supervisor i.e. Operational Manager. To partake in overall specialized unit functions i.e. Team Building. Participate in the analysis, formulation and implementation of nursing guidelines practice standards and procedures. Ensure and monitor adherence of decontamination policy in CSSD. Ensure safe handling of unused and used instruments, including their checking and transport to CSSD. Ensure implementation and monitoring of evaluation and testing of instruments and all equipment. Maintain constructive working relationships with nursing and other stakeholder's i.e inter-professional and inter-sectoral and multi-disciplinary team work. Exercise control over discipline, grievance and labour relation issues.

ENQUIRIES : Ms. P.P.L Nkala Tel No: (033) 4139 400

APPLICATIONS : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.

FOR ATTENTION : Mrs Z.J Ngobe

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. 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

CLOSING DATE : 02 October 2023

POST 33/307 : **CLINICAL NURSE PRACTITIONER GRADE 1 & 2 (PHC) REF NO: VRH 49 /2023 (X2 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 : Thembumusa Clinic

REQUIREMENTS : 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. Registration with SANC for 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 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 : Quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for clients and community.3 streams PHC services, MCWH/ Family planning/ STI'S/ Health Education health lifestyle promotion. ART/ARV/NIMART/ Integrated HAST Program/ Male circumcision campaigns Tuberculosis Services. HIV Counselling and Testing. Nutritional services. Antenatal care services/ PMTCT and post-natal care services. Emergency deliveries. Centre for chronic medicine dispensing and distribution (CCMDD) and chronics (NCD). 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.

ENQUIRIES : Mrs Sibiya ATS (Assistant Manager Nursing) Tel No: (034) 982 2111, ext .5918

APPLICATIONS : should be forwarded to: Assistant Director: HRM, Vryheid District Hospital, Private Bag X9371, Vryheid, 3100 or be hand delivered at Human Resource

NOTE

Office no 9. NB: Applicants are encouraged to use courier service since we are experiencing challenges with post office.

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Note: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. 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.

CLOSING DATE

02 October 2023

POST 33/308

LECTURER PND1/PND2 REF NO: PMMC05/2023 (X3 POSTS)

SALARY

Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
8% Rural Allowance, 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE REQUIREMENTS

Prince Mshiyeni Memorial Campus
Senior Certificate/Grade 12. A Diploma /Degree in Nursing (General, Psychiatry and Community) and Midwifery registered with the South African Nursing Council (SANC) as a Professional Nurse. A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC). Shortlisted candidates will be required to submit proof of current registration with the South African Nursing Council (SANC) 2023. Unendorsed valid Code RSA driver's licence (code EB/08). A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing, Midwife/Accoucheur, community and Psychiatric nurse (in the case of grade 1). A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2). Recommendations: Master's Degree in nursing. Basic Computer Literacy. Knowledge, Skills and Experience: Have in-depth knowledge of procedures and processes of General Nursing and Midwifery Nursing Programmes. Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written & verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring and evaluation. Sound conflict management and decision making / problem solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.

DUTIES

Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinate and ensure clinical accompaniment of students. Implementation of R174 Bachelor of Nursing, R171 and R1497 programmes including teaching and learning and assessment of R171 and R1497 programmes. Develop and ensure

implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Oversee the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

ENQUIRIES : Mrs R Bridgemohan Tel No: (031) 907 8314
APPLICATIONS : should be posted to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobezi, 4060.

FOR ATTENTION : Miss.NP Mkhwanazi
NOTE : Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. 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). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.

CLOSING DATE : 02 October 2023

POST 33/309 : **PROFESSIONAL NURSE – SPECIALTY (ADVANCED MIDWIFERY) REF NO: MAL CHC 30/2023 (X3 POSTS)**

SALARY : Grade 1: R431 265 per annum, plus 12% Rural Allowance
 Grade 2: R528 696 per annum, plus 12% Rural Allowance
 Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance
CENTRE : Mfundo Arnold Lushaba CHC

REQUIREMENTS : Degree / Diploma in General Nursing and Midwifery; Registration with SANC as General Nurse, Midwife; A minimum of 4 years appropriate / recognizable registration experience as a General Nurse; 1 year Post Basic Qualification in Advanced Midwifery; Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Advanced Midwifery. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Advanced Midwifery. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence 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, Public Service Regulations, Disciplinary Code and procedures in the Public Service, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills within the limits of the Public Sector, Personal Attitudes, Responsiveness, Professionalism, supportive, assertive and must be a team player.

DUTIES : Coordination of optimal, holistic specialized nursing care provided within set standards and professional/legal framework; 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 Norms & Standards and Ideal CHC in Maternity and in the whole institution for better quality patient care; Manage the unit in the absence of the Supervisor; Interpersonal skills including public relations, negotiating, conflict handling & counselling; 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; Computer skills in basic programmes.

ENQUIRIES : Mrs T.T Shezi: Deputy Nursing Manager Tel No: (039) 972 8265
APPLICATIONS : to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba
 Community Health Centre, Private Bag X07, Hibberdene, 4220.

FOR ATTENTION : Miss S. Pillay
CLOSING DATE : 13 October 2023

POST 33/310 : **CLINICAL NURSE PRACTITIONERS (PHC STREAM)**

SALARY : Grade 1: R431 265 per annum, (all –inclusive package)
 Grade 2: R528 696 per annum, (all –inclusive package)
 13th Cheque, 12% rural allowance, Medical Aid Optional, Home Owners /Housing Allowance (Employee must meet prescribed requirements).

CENTRE : Bethesda District Hospital - (KwaZulu - Natal):
 Ophansi Clinic Ref No: OPH 02/2023 (X1 Post)
 Mkuze Clinic Ref No: MKU 03/2023 (X2 Posts)

REQUIREMENTS : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree / Diploma in General Nursing Science and Midwifery. (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse and Primary Health Care. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate). Degree/Diploma in General Nursing Science and Midwifery. (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. 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 primitive, 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. Assist with capturing patients on patient registration (HPRS) system. Support the realization and maintenance of Ideal Clinic Programme in the facility. Coordinate and manage the provision of the services to manage COVID 19 pandemic.

- ENQUIRIES** : Ms KB Mabika Tel No: (035) 595 3103
Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital Ubombo Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's to intension to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/ promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/311** : **OPTOMETRIST REF NO: BETH 48/2023 (X1 POST)**
- SALARY** : Grade 1: R359 622 per annum, (all-inclusive package)
Grade 2: R420 015 per annum, (all-inclusive package)
Grade 3: R491 676 per annum, (all-inclusive package)
Plus 17% rural allowance, 13th Cheque, Medical aid (optional) and housing Allowance (employee must meet the prescribed requirements)
- CENTRE** : Bethesda District Hospital - (KwaZulu - Natal)
- REQUIREMENTS** : **Grade 1:** Grade 12 / Senior Certificate. No experience required after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. **Grade 2:** Grade 12 / Senior Certificate. A minimum of ten (10) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. **Grade 3:** Grade 12 / Senior Certificate. A minimum of twenty (20) years relevant experience after registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. Knowledge Skills Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skills for junior and students.

- DUTIES** : Conduct screening and comprehensive eye and visual examinations. Provide clinical and professional intervention, order and dispense optical devices. Screen and diagnose eye problems associated with systemic diseases. Ensure execution of appropriate treatment and provide visual counselling. Refer patients requiring more specialized care to specific institution for further management. Maintain accurate patient medical records and compile daily statistics. Be part of multidisciplinary team in patient management and link with external service providers, NGO's and organizations for persons living with disabilities for holistic care. Assist with management of department, ordering and maintenance of departmental equipment. Ensure rotational visits to attached clinics to provide optometry services conduct or partake in departmental in-service training. Participate in clinical audits and quality improvement programs. Participate in planned healthcare awareness's and outreach campaigns to communities.
- ENQUIRIES** : Dr. T.C Ngwenya (Medical manager services) Tel No: (035) 595 3106
Email address: BethesdaHospital.JobApp@kznhealth.gov.za
- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602 Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo, Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification form the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's intention to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/312** : **DIETICIAN GRADE 1, 2 & 3 REF NO: GJGM70/2023 (X1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
Other benefits: 13thCheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements.
- CENTRE** : General Justice Gizenga Mpanza Regional Hospital
- REQUIREMENTS** : **Grade 1:** Experience – No relevant working experience with HPCSA as a Dietician. **Grade 2:** 10 years actual service and/or recognizable experience after registration with HPCSA as Dietician. **Grade 3:** 20 years actual service and/ or recognizable experience after registration with HPCSA as Dietician. Knowledge, Skills and Competencies: Good verbal and communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem solve and apply analytical processes to patient care. Supervising students. Performance management skills.

- DUTIES** : Render nutritional counselling services. Prescribe and authorize special diet products. Implement guidelines for the maintenance of healthy nutritional practices. Compile and implement information pamphlets on nutrition. Plan and implement a suitable program for an individual or a group.
- ENQUIRIES APPLICATIONS** : Dr R Lesenyeh (Manager: Medical Services) Tel No: (032) 437 6000
: 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 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.
- CLOSING DATE** : 04 October 2023
- POST 33/313** : **SPEECH THERAPIST GRADE 1, 2 & 3 REF NO: GJGM71/2023 (X1 POST)**
Component: Allied Health Component
- SALARY** : Grade 1: R359 622 per annum
Grade 2: R420 015 per annum
Grade 3: R491 676 per annum
Other benefits: 13thCheque, Medical Aid – optional, 12% inhospitable allowance, Home owner allowance, employee must meet prescribed requirements.
- CENTRE REQUIREMENTS** : General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Experience – No relevant working experience with HPCSA as a Speech Therapist. **Grade 2:** 10 years actual service and/or recognizable experience after registration with HPCSA a Speech Therapist. **Grade 3:** 20 years actual service and/ or recognizable experience after registration with HPCSA a Speech Therapist. Knowledge, Skills and Competencies: Sound knowledge and skill of diagnostic and therapeutic procedures in line with speech therapy. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solve, and apply analytical processes to patient care. Supervisory skill for junior staff and students where applicable.
- DUTIES** : Provision of effective and comprehensive assessment and treatment for to all patients referred to speech therapy. Sound knowledge of dysphagia assessment and management. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed. Sound knowledge of assessment and management of patients with varied medical

diagnoses e.g. cerebral palsy/neurological conditions, tracheostomy and genetic disorders. Conduct group work/therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of patients. Administrative work related to patient care: report writing, statistics, meetings, case conferences, legal reports as needed e.g. disability grants, medico-legal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.) Effective communication with all stakeholders (patients, NGOs, caregivers, etc.) Ensure professional development in line with patient care profile. Initiate and propagate health awareness and health education programs.

**ENQUIRIES
APPLICATIONS**

: Mr S Ramyiad (Speech Therapist) Tel No: (032) 437 6224
 : 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 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.

CLOSING DATE

: 04 October 2023

POST 33/314

: **HEALTH AND SAFETY OFFICER REF NO: UNTU 24/2023**
 Re-Advertised

SALARY

: R359 517 - R420 402 per annum. Other Benefits: 13th Cheque, Home Owner's Allowance (Employee must meet prescribed Requirements), Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: Untunjambili Hospital
 : Senior Certificate/Grade 12 National Diploma in Environmental Health or Safety Management. A minimum of 3 to 5 years' experience in Safety Management. A Valid Code EB driver's license. Applicants are not submitting copies/attachment/proof/certificates/ID/Driver's License/qualifications on application, only when shortlisted. Knowledge, Skills, Attributes and Abilities: Knowledge of relevant legislations pertaining to Occupational Health Safety. Identification, control, elimination and monitoring of hazards. Health education and administration of the services. Knowledge of computer literacy. Accident investigation. Disaster management.

DUTIES

: Identification of potential situation that could lead to injury/disability/death of staff member/visitor. Proper damage or loss, internal disaster, medico-legal

claim and reporting thereof to the Occupational health and safety manager. Ensuring the delegate management and administrative functions are carried out timely and correctly in order for health and safety to function in the institution. Assisting in development and compilation of manuals, policies and protocol that will be included in the rolling out of the health and safety training, orientation and induction programmes. Participate in safety audits for the institution in compliance with the occupational health and safety Act, 85 of 1993. Assisting the occupational health and safety manager in ensuring that building, construction, plants, and machinery meet and maintain compliance certificates that are regulated by the occupational health and safety Act, 85 of 1993 and its regulation. Organize and record the Disaster drills. Ensure that all employees and service providers within the hospital complies with the required safety protocols.

**ENQUIRIES
APPLICATIONS**

: Mr L.R. Dlamini Tel No: (033) 444 1707
 : should be forwarded to: Human Resource Manager, Private Bag X216 Kranskop, 3268 or hand deliver or courier your application.

NOTE

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

CLOSING DATE

: 06 October 2023

POST 33/315

: **EMPLOYEE ASSISTANT PROGRAM PRACTITIONER (EAP) REF NO: GS 69/23**
 Component: Employee Wellness

SALARY

: R359 517 – R420 402 per annum, plus 13th cheque, medical aid (optional), home owners allowance, etc, (employee must meet the prescribed requirements).

**CENTRE
REQUIREMENTS**

: Greys Hospital: Pietermaritzburg
 : Senior Certificate (Standard 10/Grade 12) or equivalent; Bachelor's Degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness/Nursing/Healthcare and Therapy. Current registration with the relevant statutory body e.g. South African Council for Social Services Professions (SACSSP), South African Nursing Council, etc. 3-5 years' experience in the Employee Wellness Field. Certificate of service/proof of work experience (endorsed by Human Resources Department). Only shortlisted candidates will be required to submit proof of experience/certificate of service

endorsed by HR Department. Recommendation: Valid Code B/C Driver's License. Computer Literacy. Knowledge, Skills and Experience: Knowledge of the Public Sector, Employee Wellness and developing guidelines and standards. Knowledge of Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILLIR, Stress Management, etc. Knowledge of National, Provincial and Departmental policies, prescripts and legislations. Knowledge of HIV/AIDS Counselling and crisis management. Ability to display problem solving and analytical thinking skills. Ability to display research analysis, presentation and excellent report writing and general writing skills. Boasts project planning and management, change management and facilitation skills. Boasts time management, policy development, and communication and conflict management skills. Boasts good interpersonal relations and the ability to deal with all levels of management. Boasts computer literacy, tact and diplomacy skills. Boasts planning, organizational and leadership skills. Boasts honesty and integrity, respect/courtesy and confidentiality. Boasts fairness and objectivity, diligence and loyalty, reliability, professionalism, innovative and team orientated ness. Ability to work under pressure.

DUTIES : Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes based on policies, trends, needs and case analysis, and: Monitor and evaluate the Employee Wellness Programme, and: Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience. Market and Promote EWP services within the institution. Ensure the implementation of Special Programmes such as HCT, Financial Wellness, that is, retirement planning, garnishee management, financial education, as well as Substance abuse and absenteeism management.

ENQUIRIES : Mr JM Khumalo Tel No: (033) 897 3468
APPLICATIONS : applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION : Mrs M. Chandulal
NOTE : 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; Indian Male and White Male.

CLOSING DATE : 02 October 2023

POST 33/316 : **LIBRARIAN REF NO: PMMC04/2023 (X1 POST)**

SALARY : R359 517 per annum. 13th Cheque, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements)

CENTRE : Prince Mshiyeni Memorial Campus

REQUIREMENTS : Senior Certificate/Grade 12 Plus A Diploma/Degree in Library and Information Science. At least two (2) years' experience in the relevant field. Knowledge, Skills and Experience: The candidate must have an ability to make independent decisions. Leadership, management, planning, organizing and co-ordination skills. Have the knowledge of Health activities, Research methodology. Clinical terminology and Library practices. National Archives of South Africa Act, 1996. Public Service Act, 1994. Skills Development Act, 1998, Labour Relations Act, 1997. Basic Conditions of Employment Act, 1997. Project Management and Research. Computer Literacy. Communication both internal and external stakeholders. Promotion, marketing and supervisory skills.

DUTIES : To design, develop and maintain a collection of research reports, journals and other health related material and manage the accessibility thereof to users. Classify, catalogue and index new material acquired by the Library and update the information management system to reflect the new material. Administer the material on loan to and from the library to ensure that the material is current, in good condition and is returned timeously. Perform information searches on material in the library, in other libraries and on the internet in order to meet the knowledge requirements of library users. Design and implement a health-specific library index and associated information management system to facilitate the efficient and effective storage and retrieval of health and medical research material including information contained on media such as CD's; video's and DVD's. Promote the use of the library in order to contribute to the

		development of a culture of continuous learning within the Department. Review library processes to enable an improved service to users. Provide orientation to new staff and students on the use of library services.
<u>ENQUIRIES</u>	:	Mrs R Bridgemohan Tel No: (031) 907 8314
<u>APPLICATIONS</u>	:	should be directed to: The Registrar, Prince Mshiyeni Memorial Campus, Private Bag X10, Mobeni, 4060.
<u>FOR ATTENTION</u>	:	Miss.NP Mkhwanazi
<u>NOTE</u>	:	Applications must be submitted on the most recent prescribed Z83 application form for employment obtainable from all Public Service Departments or from website-www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The reference number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. Faxed and emailed applications will not be accepted. 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). Shortlisted candidates in possession of a foreign qualification will be required to submit an evaluation certificate from the South Africans Authority (SAQA). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and a detailed curriculum. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Please note that communication will only be entered into with candidates that have been shortlisted. If you have not heard from us within two months after the closing date, please consider your application as being unsuccessful. Due to financial constraints, S&T claims will not be paid to candidates who attended interviews.
<u>CLOSING DATE</u>	:	02 October 2023
<u>POST 33/317</u>	:	<u>SOCIAL WORKER GRADE 1, 2 & 3 REF NO: GJGM 68/2023 (X1 POST)</u> Component: Allied Health
<u>SALARY</u>	:	Grade 1: R294 411 per annum Grade 2: R359 520 per annum Grade 3: R432 348 per annum
<u>CENTRE</u>	:	General Justice Gizenga Mpanza Regional Hospital
<u>REQUIREMENTS</u>	:	Matric (Grade 12) or Senior Certificate. National Diploma / Degree in Social Work. Registration Certificate with the South African Council of Social Service Professions (SACSSP). Registration practice receipt (2023/2024) with SACSSP as a Social worker. Grade 1: Bachelor's degree in Social Work plus Current registration with South African Council of Social Services Profession (SACSSP) as a Social worker. Grade 2: Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 10 years relevant experience after registration with HPCSA as a Social Worker. Grade 3: Bachelor's degree in Social Work, current registration with South African Council of Social Services Profession (SACSSP) as a Social worker plus Minimum of 20 years relevant experience after registration with HPCSA as a Social Worker. Recommendation: A valid driver's license. One year as a Social Worker will be an added advantage. Computer Literacy. Knowledge, Skills and Competencies: Sound knowledge of public service Knowledge Skills & Competencies: Knowledge of the integration of the principles, values and ethics of social work in patient care. Knowledge and skills in all methods of Social Work. Knowledge of the National Health policy. Understanding of the hospital policy and procedures. Ability to work in within a multi – disciplinary team. Good communication and reporting skills. Ability to manage a workload effectively under Stressful conditions. Knowledge of problem solving, decision making and conflict management skills.
<u>DUTIES</u>	:	Render individual or joint therapeutic counselling. Facilitates placements of abandoned children and adults. Advocate and mobilize resources within an outside the hospital. Participates and contribute during ward rounds. Keep up to date with theory and practice of all methods of social work and continuously engage in professional development initiatives. Comply with administration tasks such as letters and report writing, maintaining accurate and daily

statistics. Conduct psycho social assessment of patients and their families. To participate as a team member in the HIV/AIDS programme. To conduct home visits. Assessments and counselling of patients and families in respect of various social problems, coping with disease and bereavement counselling.

**ENQUIRIES
APPLICATIONS**

: Mrs ZI Maxhakana Tel No: (032) 4376252
: 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 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.

CLOSING DATE

: 04 October 2023

POST 33/318

: **HUMAN RESOURCE PRACTITIONER: RECRUITMENT & SELECTION REF
NO: GJGM74/2023 (X1 POST)**
Component: Human Resources

SALARY

: R294 321 per annum. Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: Senior Certificate (Grade 12) or equivalent. Degree/National Diploma in Human Resource Management / Public Administration. A minimum of 3 to 5 years' experience in Human Resource Practices. Recommendation: Valid Code EB driver's license. Computer literacy e.g. MS Office. PERSAL Certificates. Knowledge, Skills and Competencies: Knowledge of Computer literacy, MS software applications. Communication and interpersonal skills is a necessity. Leadership skills to manage the Human Resource section. Sound organising, planning and problem solving skills. Extensive knowledge of the PERSAL system.

DUTIES

: Responsible for the advertising of vacant posts in the institution. Co-ordinate the shortlisting and selection process. Co-ordinate the interview process. Serve as an HR Practitioner for interview processes. Prepare submissions for delegated approval and appointment letters once interviews have been finalised. Ensure finalised recruitment files is handed over to HR Practices for appointments to be done timeously on PERSAL. Conduct all verification processes i.e. Verification of qualification, security checks, reference checks etc. Send verification reports once received to HR Practices for capturing on

PERSAL. Assist with other HR Practices duties i.e. Compilation of HR reports, checking and auditing of attendance registers for all departments within the hospital, Conduct staff head count. Co-ordination of post establishment i.e. request for creation, abolishing, downgrading and upgrading of posts. Assist with the relief of HRO Supervisors. Daily supervision of HR Registry clerks and other allocated interns. Perform any ad hoc tasks that could arise in HR.

**ENQUIRIES
APPLICATIONS**

: Mr T Latha (Deputy Director: HRM) Tel No: (032)4376006
: 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 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.

CLOSING DATE

: 04 October 2023

POST 33/319

: **HUMAN RESOURCE OFFICER SUPERVISOR: HR PRACTICES REF NO: GJGM75/2023 (X1 POST)**
Component: Human Resources

SALARY

: R294 321 per annum: Other Benefits: 13th Cheque, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: Senior Certificate (Grade 12) or equivalent. A minimum of 3 to 5 years' experience in Human Resource Practices. Recommendation: Valid Code EB driver's license. Computer literacy e.g. MS Office. PERSAL Certificates. Knowledge, Skills and Competencies: Knowledge of prescripts, policies and procedures pertaining to the Human Resource section. Extensive knowledge of computerised personnel and salary systems, MS packages and application thereof. Communication and interpersonal skills is a necessity. Leadership skills to manage the Human Resource section. Sound organising, planning and problem solving skills.

DUTIES

: Supervise and undertake the more complex implementation and maintenance of Human Resource administration practices. Recruitment and selection (advertisement, appointments, transfers, verification of qualifications, secretarial functions at interview, absorptions, probationary periods etc.). Implement conditions of service and service benefit (leave, housing, medical aid, injury on duty, long service recognition, overtime and relocations).

Pension, Allowances, PILIR etc. Performance Management, Termination of service (indicate steps). Recommend (Approve) transactions on Personal according to delegations (higher authorization should happen on a higher level preferable AD Higher level). Prepare reports on Human Resource Administration issues and enquiries. Supervise Human Resource staff. Allocate and ensure quality of work personnel development, assess staff performance and apply discipline.

**ENQUIRIES
APPLICATIONS**

: Mr T Latha (Deputy Director: HRM) Tel No: (032)4376006
: 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 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.

CLOSING DATE

: 04 October 2023

POST 33/320

: **PRINCIPAL TELEKOM OPERATOR REF NO: BETH 47/2023 (X1 POST)**

SALARY

: R241 485 per annum. 13th Cheque, Medical aid (optional) and housing Allowance (employee must meet the prescribed requirements)

**CENTRE
REQUIREMENTS**

: Bethesda District Hospital - (KwaZulu - Natal)
: Standard 10/ Grade 12 or equivalent as recognized by SAQA, 2 years Admin/ clerical experience. Recommendations: Computer literacy. Knowledge Skills Training and Competencies Required: Knowledge of Batho Pele Principles. Staff supervision skill. Problem solving skill. Office based practice skill. Planning and organizing skill. Telecommunication skill. Listening skill.

DUTIES

: To ensure that all call registers are up to date. To ensure that all major complains are handled in a professional manner. To ensure that all booked calls are recorded on the call register. To ensure that all incoming calls are received and transferred as per caller's request. To ensure that all Batho Pele Principles are implemented. To ensure that the quality of service is maintained. Ensure proper utilization of all resources allocated to Telecommunication section. To log all telephones faults and call Telkom for technical support. To issue and control all telephone secret pin codes. To train and supervise telecommunication staff within the institution.

ENQUIRIES

: Mr. P.M Jiyane AD: Systems Tel No: (035) 595 3108
Email address: BethesdaHospital.JobApp@kznhealth.gov.za

- APPLICATIONS** : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office Bethesda Hospital, Ubombo, Main Road.
- NOTE** : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department OR from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. the reference number must be indicated in the column provided on form Z83; e.g. Reference Number (Beth 19/2023). Failure to comply with the above instructions will disqualify the applicants. The appointments are subject to position outcomes obtained from the State Security Agency (SSA); the following checks (security clearance vetting); criminal clearance; credit records; Verification of Educational Qualification by SAQA; verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). (The institution is an equal opportunity; affirmative action employer; whose aim is to promote representatively at all levels of different Occupational categories in the institution and Persons with disabilities should feel free to apply for the post/s). The KwaZulu-Natal Department of Health is an equal opportunity, affirmative action employer and preference will be given to previously disadvantaged groups. It is the Department's to intension to promote to equity (race, gender and disability) through the filing of this post with a candidate whose transfer/ promotion / appointment will promote representatively in line with the numeric targets as contained in our Employment Equity plan.
- CLOSING DATE** : 06 October 2023
- POST 33/321** : **ARTISAN PLUMBER REF NO: GTN 43/2023 (X1 POST)**
Component: Maintenance
- SALARY** : Grade A: R220 533 – R244 737 per annum
Grade B: R258 753 – R285 396 per annum
Other benefits: 13th cheque, Medical aid (Optional). Housing allowance
- CENTRE REQUIREMENTS** : Greytown Hospital
Grade 12 (senior certificate) N3/NQL 3. Passing a trade test in plumbing in terms of section (1 392) of the man power training act 1981, as amended. Artisan **Grade A:** 0-2 year's experience in plumbing field. Artisan **Grade B:** At least 14 years appropriate/recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, skills, Training and Competences required. Knowledge of Occupational Health and safety act and safety standards. Knowledge of basic maintenance and repair of broken pipes. Knowledge of safety systems of work. Ability to work independently. Ability to work under pressure. Good communication skill (both verbal & written). Knowledge of Batho Pele principles.
- DUTIES** : Installation, repair and maintenance of high pressure and low pressure geyser. Installation and repair to toilets, urinals and other ablution facilities such as shower and baths, etc. Installation and repair of water and sewerage reticulation system. Clear blocked drains gutters, down pipes, waste water lines and branch lines. Take and record water supply readings daily. Maintenance on fire hose main supply readings daily. Daily reporting of fault, job progress and daily completion of job card/time sheets as per auditor's instruction. Be prepared to visit primary health care clinics to perform maintenance duties when required. Installation of gutter and down pipes and galvanized pipes. Compile and submit report, provide inputs on the compilation of technical report. Form part of multi-disciplinary team doing rounds in the hospital and clinics and necessary steps to fix all identified shortfalls. Be prepared to work overtime and standby duties. To take responsibility for in-house training and advancement of subordinates. To perform standby duties and after – hours call outs. Keep up to date and current equipment register. Be responsible for material issued and completing job cards. Always adhere to safe working practices (in accordance to the O.H & ACT85/1993). Attend safety and practical orientated training courses and lectures. To perform standby duties after-hour call outs. These duties at times can include the duties

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

associated with other trades such as the fitter, plumber carpenter. Work overtime with remuneration when consider and with the approval of the maintenance supervisor. Must be prepared, in times of crisis, to perform other essential services such as strikes, flood etc .viz. Maintenance oriented duties.

Mr R.M Mosikili Tel No: (033) 413 9450
forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.

Mrs Z.J Ngobe

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. 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.

CLOSING DATE

02 October 2023

POST 33/322

ARTISAN ELECTRICIAN REF NO: GTN 39/2023 (X1 POST)

Component: Maintenance

SALARY

Grade A: R220 533 – R244 737 per annum

Grade B: R258 753 – R285 396 per annum

Other Benefits: 13th cheque, Medical aid (Optional). Housing allowance

CENTRE
REQUIREMENTS

Greytown Hospital

Grade 12 (senior certificate) Standard 10 Plus Apprenticeship and an appropriate Trade Test Certificate in Electrician in terms of section 13(2) (h) of the Manpower Act of 1981 as amended. Artisan **Grade A:** 0-2 years' experience in electrical field. Artisan **Grade B:** At least 14 years appropriate/recognisable experience in an area after obtaining the relevant trade certificate. Valid driver's license. Knowledge, skills, Training and Competences required. Sound knowledge of the Occupational Health and Safety Act 85 of 1993. Good communication skills, interpersonal skills and negotiation and planning. Technical report writing, practical skills and experience of the trade. Good knowledge of hospital plant and machinery, equipment, air condition, as well as gas applications and gas equipment. Good knowledge of legal compliance. Creativity and analytical thinking, problem solving and decision making skills. Ability to work in a team, be customer focused and responsiveness. Computer Literacy: MS Office Software Package and presentation skill.

DUTIES

Regular checks and visual inspections to all plants and equipment under supervision e.g. autoclaves, air handling units, clarifiers, gas banks, gas manifolds, oxygen generation plant, Hysters, laundry and kitchen equipment etc. Repairs to any broken and condemnation of equipment. Testing of oxygen plant, changing and record keeping of oxygen gas cylinders. Keep and monitor service intervals of all plants and equipment. Maintain and keep service record for future references. Installation work such as tubing and wiring in roof spaces, surface work and low –tension work. Repairs to all types of light fittings, inclusive of lamping. Maintenance and minor repairs o all domestic appliances, equipment and plant. Ensure visiting of Primary health clinics to perform maintenance duties when required and conduct inspections. Compile report and motivations for new work and for the improvement of existing plants. Undertake technical and other such investigations as required by the Artisan Foreman/ Chief Artisan. Assume overall control of responsibility for the supervision and guidance of subordinates. Be responsible to ensure cleaning of workplace/ workshop is carried out properly. Exercise control over equipment/ tools and keep them in good working condition. Ensure staff members are trained on use of equipment. Regular testing of emergency standby generator sets, inclusive of checking water, oil ,fuel level safety tests on genets are to be made on weekly basis. Test and record single phase earth

leakage relays using a socket tester and logged one per week. Weekly safety test of all laundry equipment such as door switches and ensure that proper recording is done on all tests conducted on the relevant register. Keep up to date with current equipment register. Be responsible for material issued and completing of job cards. Weekly testing of fire alarms and all associated equipment viz, booster pumps etc. To perform standby duties and after hours call out. These duties at times can at times include duties associated with other trades.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE

- : Mr. RM Mosikili Tel No: (033) 4139 400
- : forwarded to: Human Resource Manager, Private Bag X5562, Greytown, 3250.
- : Mrs Z.J Ngobe
- : 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. 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. GTN 01/2023 NB: Failure to comply with the above instructions will disqualify applicants. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualification.
- : **CLOSING DATE** 02 October 2023

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.



- APPLICATIONS** : should be addressed to various institution as per the applicant's need:
Head Office/ Polokwane Welfare Complex: Head of Department, Private Bag X9710, Polokwane, 0700 or submitted at: 21 Biccard Street, Olympic Towers Building, Ground Floor, Office no 30.
Capricorn/Sekutupu Old Age Home: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg, Polokwane, 0699.
Sekhukhune/Tubatse CYCC: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building
Lebowakgomo Vhembe/Thohoyandou CYCC: The District Director, Private Bag X5040, Thohoyandou, 0950 or hand delivered at Old Parliament Building
Thohoyandou Waterberg: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle.
 Due to closure of **Giyani** Post Office applications for Mopani/Irish House should be physically submitted or addressed via courier to The District Director, at Department of Social Development Unigaz Building, Giyani Section A, 0826 or Via e-mail: recruitment@dsd.limpopo.gov.za.
 Application for District Offices should be addressed to District Directors and for Polokwane Welfare Complex should be addressed to the Head of Institution.
- CLOSING DATE** : 06 October 2023@16h00
- NOTE** : Applications must be submitted on Z83 form obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Applicants are not required to submit certified copies of qualifications with their applications but must submit a duly completed Z83 application for employment form, and a detailed CV. Certified copies of qualifications and ID will be submitted by shortlisted candidates. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. A further requirement for appointment at SMS level will be the successful completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/> .

MANAGEMENT ECHELON

POST 33/323 : **CHIEF DIRECTOR: DEVELOPMENT & RESEARCH SERVICES REF NO: DSD/2023/01 (X1 POST)**

SALARY : R1 308 051 per annum (Level 14)
CENTRE : Head Office
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) as recognised by SAQA. Five (05) years of proven experience in Senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and strategic direction in the sub-branch. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. To provide community-based research, planning and mobilisation. To provide youth and women development services. To provide population and research services. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/324 : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: DSD/2023/02 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Head Office
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) in Architecture, Structural Engineering, Quantity Surveying or equivalent as recognised by SAQA. Five (05) years of proven experience in Infrastructure Management at middle/senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge and understanding of government policies, acts and regulations related to facilities, planning and development. Knowledge of Public Finance Management Act (PFMA). Report writing, facilitation, co-ordination, project management, procurement administration, policy analysis and development skills. People Management, Time management, Financial Management Skills. Problem solving, organising and Strategic Planning. Strategic capacities and leadership.

DUTIES : Provide leadership and high level strategic direction in the division. Co-ordinate and manage the preparation and execution of building projects and the implementation of priority list planning program. Develop, implement and monitor the maintenance plan of physical facilities. Develop advice and monitor the implementation of policies dealing with the management of physical facilities. Manage and monitor the implementation of capital works program. Manage and utilize human resource in accordance with relevant directive and legislation. Formulate and manage the component's budget against its strategic objectives. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/325 : **DIRECTOR: HUMAN RESOURCE MANAGEMENT & DEVELOPMENT REF NO: DSD/2023/03 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)

CENTRE : Head Office

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) as recognised by SAQA. Five (05) years of proven experience in one of the unit under Human Resource Management & Development at Middle/Senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and strategic direction in the division. Co-ordinate and oversee the implementation of learnerships, internship, & coaching programs. Manage and effectively implement Human Resource Practice and Administration. Manage Human Resource Planning and Information. Manage Performance Management and Development. Manage Employee Relations. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/326 : **DIRECTOR: CHILD PROTECTION SERVICES REF NO: DSD/2023/04 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)

CENTRE : Head Office

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) in Social Science field as recognised by SAQA. Five (05) years of proven experience in Middle/Senior Management level. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Older Person's Act. No 13 of 2006. Social Service Professions Act. White Paper for Social Welfare Services. Social Service Professions Act. White Paper for Social Welfare Services. Problem analysis and analytical thinking. Conflict management. Policy analyzing and interpretation skills. Report writing skills. Project Management.

DUTIES : Develop and ensure the implementation of policies, strategic plan, norms and standards for child protection services. Manage the provision of Child Protection Services. Manage Family Preservation Programmes Services. Facilitate, monitor and coordinate Child Care Services. Facilitate foster care and adoption services. Provide community –based care services for children. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsele / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/327 : **DIRECTOR: COMMUNICATION SERVICES REF NO: DSD/2023/05 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)

CENTRE : Head Office

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) or equivalent qualification as recognised by SAQA. Five (05) years of proven experience in middle/Senior Management level. Valid motor vehicle driver's

license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of Public Finance Management Act (PFMA). Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking. Leadership & Management skills. Communications. Conflict management. Policy analyzing and interpretation skill. Report writing skills. Project Management. Problem analysis and analytical thinking.

DUTIES : Provide leadership and strategic direction in the division. Develop the business plan in line with the strategic objectives of the department. Provide corporate, liaison service and internal communication. Management of website and intranet. Manage financial, administrative and related functions.

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

POST 33/328 : **DIRECTOR: HEAD OF INSTITUTION REF NO: DSD/2023/06 (X1 POST)**

SALARY : R1 162 200 per annum (Level 13)
CENTRE : Polokwane Welfare Complex
REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF level 7) in Social Science or equivalent as recognised by SAQA. Five (05) years of proven experience in Middle/Senior Management level. Prove of registration with a professional body. Valid motor vehicle driver's license (with exception of persons with disabilities). Core and Process Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and customer focus, Communication. Knowledge and Skills: Sound understanding of the Child Protection System, Victim empowerment and Social Crime Prevention. Sound understanding of the functioning of Public Service system. Good background in service delivery, turn around and change management strategy. Report writing skills; Facilitation skills, Co-ordination skills, Liaison skills, Networking, Interpersonal skills, Leadership skills, Analytical skills.

DUTIES : Provide leadership and high-level strategic direction and policy in the welfare complex. Monitor and implement child & youth care centre ,victims of crime and violence shelter and services of children in conflict with the law in the welfare complex. Manage provision of social, emotional and psychological care services. Provide Human Resource Management and Development. Manage resources [Human, physical and financial]. Overall management of administration at the institution. Promote inter-sectoral and interdepartmental partnership. Promote linkages between facility, community and private sectors. Monitor the implementation of secure care programmes for children and youth admitted in the centre. Ensure that statutory process in terms of admission and discharge of children are adhered to. Management of child and youth care information management system (CYCA).

ENQUIRIES : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

OTHER POSTS

POST 33/329 : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSD/2023/07 (X1 POST)**

SALARY : R432 348 per annum
CENTRE : Mopani District: Maruleng Municipality
REQUIREMENTS : Qualifications and Competencies: Recognized Bachelor's degree (NQF 7) in Social Work or equivalent as recognised by SAQA. Current registration with the South African Council for Social Service Professions [SACSSP]. A minimum experience of seven (07) years experience in social work after registration with the SACSSP. A valid motor vehicle driver's licence (with

		exception of persons with disabilities). Knowledge and Skills: Computer Skills. Interpersonal Skills. Communication Skills. Report Writing Skills. Management and Evaluation Skills. Knowledge of supervision model within the sector. Knowledge of relevant programmes in Social Work. In-depth knowledge of social work service delivery model. People management and empowerment.
<u>DUTIES</u>	:	Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker's compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/330</u>	:	<u>PERSONNEL PRACTITIONER: PMDS & TRAINING REF NO: DSD/2023/08 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: An undergraduate qualification (NQF level 6) in Public Administration/HRM/HRD or equivalent as recognised by SAQA. Three (03) to five (05) years of experience in HRM & D. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of PERSAL. Leadership & Management skills. Communications. Conflict management. Policy analysing and interpretation skills. Report writing skills. Project Management. Problem analysis and analytical thinking.
<u>DUTIES</u>	:	Monitor the compilation and the submission of the performance agreements, mid- term and second term assessments reports. Organize moderation process in the process. Conduct PMDS workshops. Facilitate skills development programs. Monitor training and development programmes. Facilitate and implement induction and orientation program. Co-ordinate, facilitate and monitor training and development programmes.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/331</u>	:	<u>ARTISAN GRADE A (GENERAL MAINTENANCE) REF NO: DSD/2023/09 (X1 POST)</u>
<u>SALARY</u>	:	R220 533 per annum
<u>CENTRE</u>	:	Sekhukhune District: Tubatse Child & Youth Care Centre
<u>REQUIREMENTS</u>	:	Qualifications and Competencies: An appropriate Trade test certificate. Valid motor vehicle driver's license (with exception of persons with disabilities). Knowledge and Skills: Knowledge and understanding of the legislative framework governing the public service. Proven ability and exposure to working with multidisciplinary teams. Computer literacy. Report writing skills. Knowledge of Building regulations.
<u>DUTIES</u>	:	Ensure the maintenance of facilities. Ensure the maintenance of equipments. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/ register.
<u>ENQUIRIES</u>	:	General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
<u>POST 33/332</u>	:	<u>CHILD & YOUTH CARE WORKER GRADE 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R166 869 per annum
<u>CENTRE</u>	:	Vhembe District: Thohoyandou Child & Youth Care Centre Ref No: DSD/2023/10 (X1 Post) Mopani District: Irish House Ref No: DSD/2023/11 (X1 Post) Sekhukhune District: Tubatse Child & Youth Care Centre Ref No: DSD/2023/12

- REQUIREMENTS** : Qualifications and Competencies: An appropriate recognized NQF level 4 (Grade 12) or equivalent qualifications as recognised by SAQA and Basic qualification in Child Care. Current registration with South African Council for Social Services Professions [SACSSP]. Knowledge and Skills: Knowledge and understanding of the legislative framework (Children’s Act, Child Care Act, Child Justice Act) governing the Child & Youth Care Centres. Good communication and listening skills, Good interpersonal relationship, Ability to handle pressure. Honesty and confidentiality, customer care skills.
- DUTIES** : Receive children and youth to the care facility after admission. Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/youth receive medical services. Facilitate the independent living to external services. Assist with implementation of development and therapy programmes. Perform administration duties.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
- POST 33/333** : **DRIVER (X2 POSTS)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Capricorn District: Sekutupu Old Age Home Ref No: DSD/2023/13 (X1 Post)
: Vhembe District: Thohoyandou Child & Youth Care Centre Ref No: DSD/2023/14 (X1 Post)
- REQUIREMENTS** : Qualifications and Competencies: Junior Certificate or STD 08 or equivalent qualification. A valid motor vehicle driver’s licence with Public Drivers Permit (PDP). Ability to read and write. Knowledge and Skills: Communication Skills. Interpersonal Skills.
- DUTIES** : Transport clients/co-workers to various destinations. Collect post and document in and out of the institution. Responsible to take vehicle to and from merchants. Ensure cleanliness of state vehicles.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
- POST 33/334** : **TRADESMAN AID REF NO: DSD/2023/15 (X1 POST)**
- SALARY CENTRE** : R147 036 per annum (Level 03)
: Capricorn District: Sekutupu Old Age Home
- REQUIREMENTS** : Qualifications and Competencies: NQF level 3 (Grade 10 certificate or equivalent). Six (06) months trade-related experience. Ability to read and write. Knowledge and Skills: Ability to use electrical and hand tools. Good interpersonal, communication and organizational skills. Ability to work independently.
- DUTIES** : Operation and management of the sewerage and water plant system. Cleaning of plant rooms, filters and equipment. Monitor the functionality and safety of the machines and equipments. Provide assistance in the maintenance of the equipment. Repair, clean, service and safe keeping of equipment and tools according to standards.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.
- POST 33/335** : **LAUNDRY AID REF NO: DSD/2023/16 (X1 POST)**
- SALARY CENTRE** : R125 373 per annum (Level 02)
: Mopani District: Irish House
- REQUIREMENTS** : Qualifications and Competencies: Junior Certificate or STD 08 or equivalent qualification. Ability to read and write. Knowledge and Skills: Communication Skills. Interpersonal Skills.
- DUTIES** : Cleaning of linen clothing and textiles for the institution.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Ms PN Mabitsela / Mr QLM Mogotlane / Ms ME Gafane Tel No: (015) 230 4375/4315/4418.

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

This Department is an equal opportunity, affirmative action Employer. It is our intention to promote representatively (race, gender and disability) in the Department through the filling of these posts. All candidates whose transfer/promotion/appointment will promote representatively will receive preference.

- APPLICATIONS** : quoting the relevant reference should be forwarded as follows: The Head of the Department, Department of Economic Development and Tourism P/Bag X6108, Kimberley, 8300 or hand delivered to MetLife Towers, (Post Office Building), 13th Floor (Registry Office), Kimberley.
- FOR ATTENTION** : Ms. M. Musa
- CLOSING DATE** : 02 October 2023
- NOTE** : All applications must be submitted on a NEW Z83 form, which can be downloaded on internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department. 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 communication from Human Resources. Each application form must be fully completed, duly signed and initialed by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (only when shortlisted). Dual citizenship holders must provide the Police Clearance certificate from country of origin (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG) .For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. Applications received after the closing date as well as those who do not comply

with the requirements will not be taken into consideration. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date. Incomplete applications, applications on incorrect forms, applications sent or delivered to the wrong address or applications received after closing date will be disqualified.

MANAGEMENT ECHELON

POST 33/336 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: NCDEDAT/2023/17**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Tertiary qualification (NQF 7) in HRM/ Public Management or relevant e.g. Business Management. Certificate for entry into SMS (Nyukela). 5-10 years relevant experience within the Human Resources Management or administrative functions. A minimum of five years' experience at a senior management level. Valid driver's license. Skills & Knowledge: Planning, report writing, communication, organizing, leading and controlling, technical, decision-making, problem-solving, financial management, social, policy development. Knowledge of relevant legislation/ Act and prescriptive policies and regulations e.g. Public Service Act, PSR, EE Act, skills development act, labour relations act, skills levy act, OHS Act, HRD strategy, PSCBC resolutions, PFMA, treasury regulations.

DUTIES : Monitor the implementation of organizational efficiency, HR Plan and EE Plan, EHW programmes in the department, HRD strategy and WSP, EPMDS procedures and sound Legal and Labour Relations. Compile presentations. Manage, review and monitor HRM policies and the provision of Special Programmes in the department. Manage Corporate Services directorates. Oversee the development, implementation and maintenance of Departmental Information Technology strategies. Oversee and direct the provisioning of internal and external Performance Plans. Advise and guide HOD on matters relating to Corporate Services. Manage resources in the Chief Directorate communication and media services. Develop strategic priorities and operational plans for the Chief Directorate. Manage departmental quarterly progress reports, annual reports, portfolio committees and Budget speeches.

ENQUIRIES : Ms M. Musa Tel No: (053) 839 4076

POST 33/337 : **EXECUTIVE MANAGER: TRADE AND SECTOR DEVELOPMENT REF NO: NCDEDAT/2023/18**

SALARY : R1 371 558 per annum (Level 14), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Tertiary qualification (NQF 7) in Public Management/Administration or relevant. Certificate for entry into SMS (Nyukela). 5-10 years relevant experience within the Trade and Sector Development Environment. A minimum of five years' experience at a manager level. Valid driver's license. Skills & Knowledge: Planning, organizing, leading and controlling, technical, people management and empowerment, decision-making, problem-solving, financial management, policy development, strategic capacity and leadership, financial management. Knowledge of relevant legislation/ Act and prescriptive policies and regulations e.g. South African Trade Policy, Public Service Act, PFMA, treasury regulations, etc

DUTIES : Strategic management and leadership of the programme and sub-programmes within the Trade and Sector Development. Sound financial management of the budget, including ensuring transfer payments are effect to NCEDA, KIDJA, KIJL, Metals and Clothing clusters. Contribute to the stimulation of sustainable economic growth through the strategic positioning of prioritized sectors. Facilitate trade, export promotion and investment attraction in the province. Promote and support strategic initiatives in the province focused on preferential mining procurement and implementation of the Northern Cape Diamond Strategy. Advise and guide HOD on matters relating to Trade and Sector Development initiatives. Develop strategic priorities and operational plans for the Chief Directorate. Manage departmental quarterly progress reports, annual reports, portfolio committees and Budget speeches. Manage resources in the Chief Directorate.

ENQUIRIES : Ms M. Musa Tel No: (053) 839 4076

POST 33/338 : **DIRECTOR: ECONOMIC TECHNICAL CLUSTER SECRETARIAT & INTER GOVERNMENTAL RELATIONS (ETCS & IGR) REF NO: NCDEDAT/2023/19**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Tertiary qualification (NQF 7) in Economics, Public Management/Administration or relevant. Certificate for entry into SMS (Nyukela). 5-10 years relevant experience at middle/ senior management. A minimum of five years' experience at a senior management level. Valid driver's license. Skills & Knowledge: Programme and project management, people management and empowerment, planning, organizing, leading and controlling, technical, decision-making, problem-solving, financial management, policy development, strategic capacity and leadership, financial management. Knowledge of relevant legislation/ Act and prescriptive policies and regulations e.g. Public Service Act, PFMA, treasury regulations, etc

DUTIES : Strategic management and leadership of the programme and sub-programmes within the Economic Technical Cluster Secretariat & Inter Governmental Relations (ETCS & IGR). Assist in managing the functions of the Economic Technical Cluster Secretariat sub-programme as they relate to developing position papers. Manage and participate in the relevant departmental programmes. Manage Inter-Governmental Relations initiatives. Ensure effective and efficient strategic leadership and corporate governance within the programme by meeting all deadlines and timeframes. Ensure continuous enterprise risk management practices within the programme. Facilitate the empowerment of beneficiaries, internally and externally i.e., women, youth and persons with disabilities. Develop strategic priorities and operational plans for the Chief Directorate. Manage departmental quarterly progress reports, annual reports, portfolio committees and Budget speeches. Manage resources in the Chief Directorate.

ENQUIRIES : Ms. L. Wyngaard Tel No: (053) 830 4842

POST 33/339 : **DIRECTOR: DEPARTMENTAL ACCOUNTING REF NO: NCDEDAT/2023/20**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive package)
CENTRE : Kimberley Office
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Accounting or Financial Management. Pre-entry Certificate for SMS is required. 5 years functional experience at middle management level in financial management environment. Knowledge in BAS, Persal, Logis, Vulindlela, Public Finance Management Act, Treasury Regulations, Standard Chart of Accounts. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial and Supply Chain Management. Decision making and problem solving. Valid driver's license. Skills & Knowledge: Planning, report writing, presentation, communication, organizing, leading and controlling, technical, decision – making, problem-solving, social and policy development skills. Knowledge of strategic leadership management, people management, project and programme management, change management, knowledge of relevant legislation/acts and prescriptive policies and regulations e.g., PFMA and financial management prescripts. Understanding of financial accounting principles and philosophy. Ability to conduct financial analysis. Ability to work effectively with officials across the organisation. A self-starter with the ability to work independently without compromising team results. Willingness to travel.

DUTIES : Manage the implementation and compliance of legislative prescripts, policies and procedures within the Directorate. Manage the operations of the financial systems to ensure complete and accurate financial reporting. Manage compliance with statutory requirements, audit, policies and procedure management processes. Management of the resources in the Directorate. Promotion of sound financial accounting practices and reporting in terms of cash management and disbursements. Ensure successful operations on the Accounting Systems as well as sound financial reporting. Manage revenue collection from stakeholders. Manage the salary management unit of the department. Manage the entire Supply Chain Management sub directorate of the department. Ensure record keeping of financial affairs according to prescribed norms and standards. Report to the CFO all aspects of financial matters.

ENQUIRIES : Mr Z. Cader Tel No: (053) 839 4020

POST 33/340 : **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: NCDEDAT/2023/21**

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

CENTRE : Kimberley Office

REQUIREMENTS : Undergraduate qualification (NQF level 7) in Accounting or Financial Management. Pre-entry Certificate for SMS is required. 5 years functional experience at middle management level in financial management environment. Knowledge of BAS, Vulindlela, Public Finance Management Act, Treasury Regulations, Standard Chart of Accounts. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial and asset management. Decision making and problem solving. Valid driver's license. Skills & Knowledge: Planning, report writing, presentation, communication, organizing, leading and controlling, technical, decision – making, problem-solving, social and policy development skills. Knowledge of strategic leadership management, people management, project and programme management, change management, knowledge of relevant legislation/acts and prescriptive policies and regulations e.g., PFMA and financial management prescripts. Understanding of financial accounting principles and philosophy. Ability to conduct financial analysis. Ability to work effectively with officials across the organisation. A self-starter with the ability to work independently without compromising team results. Willingness to travel.

DUTIES : Leadership, accountability and oversight services with respect to departmental management accounting and asset management in support of departmental service delivery. Enabling managers to effectively plan and manage the budgets allocated to programmes and entities in accordance to relevant prescribed legislation, processes and guidelines. Providing decision support systems and financial intelligence in terms of expenditure efficiency and effectiveness. Manage the maintenance of the departmental assets with regards to the safeguarding of assets, recording of assets, asset disposal and physical verification. Manage the effective and efficient utilization of resources of the management accounting unit to ensure effective and efficient service delivery. Drive and coordinate the Directorate's strategic planning process by ensuring and supporting the departments allocation of resources. Advise and report to the CFO on budgetary implications and other matters of importance & provide effective and efficient solutions for strategic interventions in this regard. Coordinating the annual budgeting process. Oversee the Annual and Adjustment Budgets for the department. Assume direct responsibility for the efficient, economic and effective control and management of budget and expenditure. Assume overall responsibility for the management, maintenance and safekeeping of assets as well as the departmental asset register. Ensure record keeping of financial affairs according to prescribed norms and standards. Report to the CFO all aspects of financial matters.

ENQUIRIES : Mr Z Cader Tel No: (053) 839 4020

OTHER POSTS

POST 33/341 : **DEPUTY DIRECTOR: ALTERNATIVE ENERGY (ENGINEERING) REF NO: NCDEDAT/2023/22**

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

CENTRE : Kimberley Office

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Electrical/ Industrial Engineering; Renewable Energy/ Polymer Science at NQF level 7 as recognized by SAQA. A minimum of three to five years of Junior Management experience in the installation of solar panels/ energy policy/ renewable energy project management/ renewable energy investment/ manufacturing of renewable energy components. A valid driver's license. Skills & Knowledge: Strong technical expertise in electrical design engineering. Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management skills. Knowledge of national, provincial policy frameworks, local government systems, business and industries driving the Northern Cape Economy. understand the Electricity Act and Energy Crisis. Understanding of the Policy frameworks relevant to industrial sector development (e.g. National Development Plan, Macroeconomic Reform Strategy, Integrated Action Plan, National Industrial Policy Framework (NIPF) and Provincial Growth &

DUTIES

: Development Strategy; National R&D & Innovation Strategy, Industrial Policy Action Plan; New Growth Path). Understanding of Government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Occupational Health and Safety Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele), and relevant statutory provisions.

: Managing and overseeing the design, development, and implementation of electrical systems for renewable energy projects. Provide technical expertise and guidance on electrical design engineering. Develop appropriate policies and strategies for the promotion and integration of renewable energy into the energy economy. Facilitate, implement and monitor the execution of activities to support and sustain the growth of the Renewable & Green Energy industry. Identify and manage key obstacles that obstruct the growth of the sector. Facilitate better access to finance and markets through improved infrastructure facilities and business support. Develop policies and strategies aimed at improving service delivery. Promote coordination between related energy sectors and stakeholders regarding the development, implementation of policies, strategies, legal and regulatory frameworks for renewable energy. Promote and advise on renewable energy and related technologies for submission to Senior Managers. Manage secretariat services required for stakeholder management with respect to strategy development and oversight thereof. Flowing from the strategies and directives, develop annual performance plans for area under responsibility. Develop, coordinate and implement Unit's projects and programmes aligned to the overall Strategy of the Theme/Enabler/Driver. Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibilities. Manage the resources of the Sub-Directorate.

: Ms M. Musa Tel No: (053) 839 4076

ENQUIRIES

POST 33/342

: **DEPUTY DIRECTOR: ALTERNATIVE ENERGY (ECONOMIST) REF NO: NCDEDAT/2023/23**

SALARY CENTRE REQUIREMENTS

: R811 560 - R952 485per annum (Level 11), (all-inclusive package)

: Kimberley Office

: Applicants must be in possession of a (NQF7) Degree in Economics. A minimum of three to five years of Junior Management experience in renewable energy. Valid driver's license. Skills & Knowledge: Technical, Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management skills. Knowledge of national, provincial policy frameworks, local government systems, business and industries driving the Northern Cape Economy. understand the Electricity Act and Energy Crisis. Understanding of the Policy frameworks relevant to industrial sector development (e.g. National Development Plan, Macroeconomic Reform Strategy, Integrated Action Plan, National Industrial Policy Framework (NIPF) and Provincial Growth & Development Strategy; National R&D & Innovation Strategy, Industrial Policy Action Plan; New Growth Path). Understanding of Government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Occupational Health and Safety Act, Basic Conditions of Employment Act, Service Delivery Frameworks (Batho Pele), and relevant statutory provisions.

DUTIES

: Economist to develop appropriate policies and strategies for the promotion and integration of renewable energy into the energy economy. Facilitate and monitor the execution of research activities to support the growth of the Renewable & Green Energy industry. Facilitate and conduct realistic economic analysis and identify key obstacles that obstruct the growth of the sector. Facilitate better access to finance and markets through improved infrastructure facilities and business support. Develop policies and strategies aimed at improving service delivery. Promote coordination between related energy sectors and stakeholders regarding the development, implementation of policies, strategies, legal and regulatory frameworks for renewable energy. Promote and advise on research and development regarding renewable energy and related technologies for submission to Senior Managers. Manage secretariat services required for stakeholder management with respect to strategy development and oversight thereof. Flowing from the strategies and directives, develop annual performance plans for area under responsibility. Develop, coordinate and implement Unit's projects and programmes aligned to

the overall Strategy of the Theme/Enabler/Driver. Manage and co-ordinate stakeholders and institutions as it relates to overall themes and projects under the sub-directorate's responsibilities. Management of the human resources of the sub-directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent, appreciated and performance orientated staff and sound labour relations. Plan the sub-directorate's budget and manage expenditure, through responsible implementation of policies, practices and decisions in order to achieve unit objectives effectively and efficiently. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms M. Musa Tel No: (053) 839 4076

POST 33/343 : **DEPUTY DIRECTOR: BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) REF NO: NCDEDAT/2023/24**

SALARY : R811 560 - R952 485 per annum (Level 11), (all-inclusive package)

CENTRE : Kimberley Office

REQUIREMENTS : Applicants must be in possession of a (NQF7) Degree in Finance, Economics, Accounting or relevant. A minimum of three to five years relevant experience at Assistant Director level. Valid driver's license. Skills & Knowledge: Planning and Organising, Communication (verbal & written), Interpersonal, Problem solving, Project Management, Research and analytical, Conflict resolution and Management skills. Knowledge of national, provincial policy frameworks, local government systems, business and industries driving the Northern Cape Economy. Understanding of the Policy frameworks relevant to industrial sector Understanding of Government priorities and mandates. Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Public Service Regulations, Service Delivery Frameworks (Batho Pele) and relevant statutory provisions.

DUTIES : Monitor, evaluate and report on the achievement of the B-BBEE targets (management control, skills development, enterprise and supplier development, socio-economic development). Create an enabling environment for the implementation of B-BBEE policy in the province. Lobby and advocate business to the concept of B-BBEE. Review and align government procurement procedures with the B-BBEE strategy. Monitoring, evaluation and reporting on the impact of the B-BBEE strategy. Ensure compliance and ongoing commitment to the B-BBEE strategy by the organization, provincial departments, agencies and municipalities. Stakeholder relations management. Conduct literature reviews using existing reports from both private and public sector and benchmark B-BBEE trends in the province within the context of complex multi-stakeholder intergovernmental relations (IGR). Develop Strategies and processes to exploit and stimulate inclusive economic participation initiatives. Manage the resources of the Sub-Directorate.

ENQUIRIES : Ms. A. Ntidisang Tel No: (053) 839 4072

POST 33/344 : **TOURISM OFFICER: TOURISM RESEARCH REF NO: NCDEDAT/2023/25**

SALARY : R294 321 – R343 815 per annum (Level 07)

CENTRE : Kimberley Office

REQUIREMENTS : Grade 12. Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) & 3 years relevant work experience. Valid driver's license. Skills & Knowledge: Computer Literacy. Comprehend statistical data. Knowledgeable in Research Methodology implementation process, including analysis design and interpreting data sources, Report writing and Presentation. Relevant government policies and policy development and Tourism Research.

DUTIES : Organize Provincial Tourism forum and local tourism. Identify township forum and local forum. Identify township opportunities studies. Assist with implementation of the visitor Tracking survey. Attend the National Research meeting. Collect, analyse and interpret primary and secondary data. Stakeholder management. Effective and efficient planning of Tourism Growth initiatives. Facilitate statistical projects. Experience in a variety of research processes and methodology. Conduct qualitative and quantitative research, including design, analysis and analyse secondary and primary data.

ENQUIRIES : Mr A. Mlawu Tel No: (053) 830 4858/4862

POST 33/345 : **ADMIN OFFICER: ECONOMIC EMPOWERMENT AND ENTERPRISE DEVELOPMENT REF NO: NCDEDAT/2023/26**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Kimberley Office
: Grade 12. Three year recognized tertiary qualification (National Diploma NQF 6 or Degree NQF 7) in Business Management or equivalent. Two years' experience in Business Management or Economics environment. Valid drivers license. Skills & Knowledge: Ability to communicate ideas and issues in a tactful, influential manner, verbally and in writing, both formally and informally. Problem solving, computer literacy, numeracy, analytical skills, organizing and report writing. Knowledge of prescripts and legislation that inform Economic Development programmes, strategies and functioning of government. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

DUTIES : Render general administrative support services by drafting memorandums, letters and submissions. Liaise with management and track documents. Coordinate, collate and compile reports and presentations. Ensure adherence to due dates. Assist with secretariat functions relating to sub-directorate. Compile minutes of meetings and assist with logistical arrangement. Liaise and attend to general queries of internal and external stakeholders. Maintain a database. Keeping records, registers and statistics updated on projects related to the sub-directorate.

ENQUIRIES : Ms. A. Ntidisang Tel No: (053) 839 4072

POST 33/346 : **DESKTOP & APPLICATION SUPPORT OFFICER REF NO: NCDEDAT/2023/27 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Kimberley Office
: Tertiary Qualification in Information and Communications Technology (NQF 6). A minimum of 2 years practical experience in an Information and Communications Technology environment. Valid driver's license. Skills & Knowledge: Problem solving, technical, numeracy, literacy, analytical, communication, organizing and project management skills. Knowledge of hardware and software support, IT help desk and customer support, installation & maintenance of computers, network support, systems support, hardware and software auditing, IT procurement, financial management, driving skills and operation of equipment.

DUTIES : Render Hardware and Software Support to the Department: Install, test, and maintains a variety of personal computing and network hardware and software systems; performs diagnostic tests, modifies or repairs/replaces hardware. Provides support to a diverse user community which includes managers and administrative staff in the proper application of existing or new personal computer software and hardware systems. Renders network support and maintenance within the Department's network environment: Identify, troubleshoots and resolves network-related problems encountered by end-users on the local network, the Internet, Intranet and e-mail. Configures and installs Windows workstations operating systems in response to the demands of a complex network design. Assist with the IT audit process. Assist with the IT procurement process. Report writing. Receive calls for assistance, installations, and general maintenance; logs calls and takes appropriate action to ensure a satisfactory response with acceptable time frames for the user community; provides management and status reports on all requests. Renders personal computer hardware and software troubleshooting, installation, repair, problem diagnosis, and implementation.

ENQUIRIES : Mr M. Makhathe Tel No: (053) 839 4011

POST 33/347 : **ORGANIZATIONAL DESIGN PRACTITIONER REF NO: NCDEDAT/2023/28**

SALARY CENTRE REQUIREMENTS : R294 321 – R343 815 per annum (Level 07)
: Kimberley Office
: Tertiary qualification (NQF 7) in Industrial and Organisational Psychology or related Organisational Design qualification. 0-2 years relevant experience within an OD environment. Valid driver's license. Skills & Knowledge: Planning, report writing, communication, organizing, technical and conflict management.

Knowledge of legislation, policy and prescripts in the Public Service, job evaluation/benchmarking processes and organisational design.

DUTIES : Facilitate Job Evaluation Processes, facilitate implementation of OMF: Collecting information for SDIP, Service Standards, Service Charters, SDM and SOP'S, collecting information for HR Planning and HRPIR reports, Facilitation of Batho Pele initiatives, Render organizational design Identify the needs for changes to the organogram and establishment services. Conduct research, develop and design of organogram. Render Administrative support in the unit.

ENQUIRIES : Ms M. Barlow Tel No: (053) 839 4075

POST 33/348 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: NCDEDAT/2023/29**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Kimberley Office
REQUIREMENTS : A senior/grade 12 certificate. A minimum of one year experience in Supply Chain Management under Logistics/Acquisitions Management. Knowledge of BAS and LOGIS will be an added advantage. Computer literacy (MS Word and Excel). A valid driver's licence. Skills & Knowledge: Basic knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Interpersonal skills. Good communication skills (verbal and writing). Sense of responsibility and ability to work under pressure. Demonstrate good work ethics.

DUTIES : Identify prospective service providers on the Central Supplier Database and then procure goods and services in line with the approved requisition and procurement prescripts and thresholds. Compile comparative schedules for all quotations received including due diligence to ensure value for money and transparency. Verify and capture source documents. Receive goods, check and reconcile with respective orders in accordance with departmental policies and procedures and compliant with applicable legislative requirements. Capture accurately on the financial and procurement systems. Ability to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Ability to meet tight deadlines whilst delivering excellent results. Service delivery orientation.

ENQUIRIES : Ms. Y. Pheiffer Tel No: (053) 839 4006

POST 33/349 : **ASSET MANAGEMENT CLERK REF NO: NCDEDAT/2023/30**

SALARY : R202 233 – R235 611 per annum (Level 05)
CENTRE : Kimberley Office
REQUIREMENTS : A senior/grade 12 certificate. A minimum of one year experience in Asset Management including the procurement of assets. Computer literacy (MS Word and Excel). A valid driver's licence. Skills & Knowledge: Basic knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Interpersonal skills. Good communication skills (verbal and writing).

DUTIES : Render asset management clerical support. Compile and maintain records (asset records/ database), Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete assets for disposal. Render demand and acquisition clerical support. Update and maintain the asset management database. Request and receive quotations. Place orders. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Asset verifications.

ENQUIRIES : Mr. T. Raboikanyo Tel No: (053) 839 4047

**PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF AGRICULTURE**

- 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 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 33/350** : **CHIEF DIRECTOR: RESEARCH AND TECHNOLOGY DEVELOPMENT SERVICES REF NO: AGR 47/2023**
- SALARY CENTRE REQUIREMENTS** : R1 371 558 per annum (Level 14), all-inclusive salary package
: Department of Agriculture, Western Cape Government
: Masters in Agricultural Sciences (NQF 9); 5 years appropriate experience at senior management level; A valid unendorsed driver's license, or alternative mode of transport for people with disabilities. Recommendation: Ph.D in Agricultural Sciences; Extensive experience in strategic management at a senior management level, and in particular in the agricultural research environment; Extensive knowledge of the line function management at a senior management level; Extensive knowledge of administrative management at a senior management level; Extensive knowledge of financial management, prescripts and legislation, inclusive of PFMA and Treasury guidelines; Extensive knowledge of Personnel Management; Extensive knowledge of Supply Chain Management; and Good knowledge of agricultural research systems and important role players. Competencies: Exceptional communication and leadership skills; Computer skills; Good knowledge of project management and coordination; Strategic and management skills; Presentation skills; Financial management skills; and Advanced negotiation skills.
- DUTIES** : Strategic Management; Line function management; and Administrative management (financial, personnel and supply chain).
- ENQUIRIES** : Dr I Trautmann Tel No: (021) 808 5012

DEPARTMENT OF HEALTH

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

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

OTHER POSTS

POST 33/351 : **MANAGER: MEDICAL SERVICES GRADE 1**
Chief Directorate: Metro Health Services

SALARY : R1 288 095 per annum, (A portion of the package can be structured according to the individual's personal needs. It will be expected of the successful candidate to participate in a system of remunerated commuted overtime).

CENTRE REQUIREMENTS : Khayelitsha District Hospital
Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Registration with a professional council: Registration with the HPCSA as a Medical Practitioner (independent practice). Experience: A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Inherent requirements of the job: A valid (Code B/EB/C1) driver's licence and willingness to travel. Willingness and skills to do after-hour's clinical work. Competencies (knowledge/skills): Strong business orientation with proven skills and abilities in the clinical management of a health service. Proven management competencies in a healthcare environment. Computer literacy (MS Word, Excel, PowerPoint, Internet and Email). Appropriate experience in managing clinical and allied health services.

DUTIES : Strategic and operational management of the Health Services in the Khayelitsha hospital. Management and governance of clinical and clinical support services/allied health services. Effective, efficient, and sustainable management of finances and supply chain processes, human resources, and non-clinical support services. Display competence, accountability, innovation, responsiveness etc. in mitigating service pressures as determined by rampant social determinants of health in Khayelitsha. Coordinate the provision of clinical services at the hospital including forensic services. Involved in training and development and research support. Forge good relations with other key role-players/stakeholders internally and externally; nursing, facilities management, and ensure good management of all consultants as well as PHC, CBS/NPOs/Step down facilities and support COPC approach and work towards strengthening DH system.

ENQUIRIES APPLICATIONS : Mr D Binza Tel No: (021) 360-4520
: applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.

CLOSING DATE : 06 October 2023

POST 33/352 : **REGISTERED COUNSELLOR**
West Coast District

SALARY : Grade 1: R645 129 per annum
Grade 2: R734 811 per annum
Grade 3: R829 668 per annum
(A portion of the package can be structured according to the individual's personal needs).

CENTRE REQUIREMENTS : Bergriver Sub-district
: Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a registered counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Registered Counsellor. **Grade 2:** A minimum of 8 years of appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as

Counsellor. **Grade 3:** A minimum of 16 years of appropriate experience as a Counsellor after registration with the Health Professional Council (HPCSA) as Counsellor. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/ district to consult clients and attend and conduct meetings and training sessions. Competencies(knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Ability to think strategically and analytically, as well as the ability to interpret and implement policies and guidelines. Work within your professional scope of practice and know when to refer for more specialized mental health interventions. Knowledge and experience in providing mentoring and supervision of other lay health workers. Computer literacy (i.e., MS Word, PowerPoint, and Excel). Knowledge and application of regulations, policies, and procedures relevant to health programs. Able to work independently and in a team. Good presentation skills and the ability to conduct meetings and training. Good intra- and interpersonal skills aimed at professional relational development, maintenance of good professional relations and effective conflict resolution. Adaptable and innovative in a high-pressure environment. Conceptualization skills as appropriate for individual and group evidence-based intervention identification and application. Ability to work in a diverse, multi-cultural and inclusive environment. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

DUTIES : Providing preventative and developmental counselling services and interventions on all systems levels. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis or at community level. Performing basic psychological screening aimed at overall generalized functioning enhancement. Provide counselling in conjunction with interdisciplinary/multi-sectoral support teams. Provide psychoeducation and mental health promotion. Report writing and providing feedback to clients/supervisor(s) on interventions. Provide supervision, mentoring and support to lay health workers. Attend regular clinical supervision. Form part of the sub-district and district mental health teams.

ENQUIRIES : Ms ME Ramokgadi Tel No: (022) 913-3062
APPLICATIONS : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : Shortlisted candidates may be subjected to a competency test. No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview.

CLOSING DATE : 06 October 2023

POST 33/353 : **OPERATIONAL MANAGER NURSING (PRIMARY HEALTH CARE) (X2 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R627 474 (PN-B3) per annum
CENTRE : Saxonsea Community Day Centre (X1 Post)
 Protea Park Community Day Centre (X1 Post)

REQUIREMENTS : Minimum educational qualifications: 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 accredited with the SANC (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 one-year post-basic qualification in the specific speciality. Inherent requirement of the job: Valid (Code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Exposure to managerial functions in Primary Health Care Facilities and use of clinical equipment. In-depth

		knowledge of appropriate legislation, regulations and Departmental Policies. Knowledge of Human Resources; Financial guidelines, protocols, and control of budget levels. Computer literacy (MS Office).
<u>DUTIES</u>	:	Operational management of a CDC (Leadership, internal and external governance). Integrated services delivery in rendering comprehensive health. Effective management of Support Services which includes, Information Management with regards to data collection, verification, report writing and submission of data, People Management (supervision of staff, development and performance management), Finance and Supply Chain Management. Quality management. Infrastructure, maintenance, and facilities management.
<u>ENQUIRIES</u>	:	Ms LM Appolis Tel No: (021) 202-0933
<u>APPLICATIONS</u>	:	applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/354</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> West Coast District
<u>SALARY</u>	:	R497 193 (PN-A5) per annum
<u>CENTRE</u>	:	Sonstraal Hospital (West Coast TB Complex)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and midwife. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. (Experience: A minimum of 7 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (code B/EB) driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Willingness to work shifts, overtime, weekends and public holidays on day and night duty depending on operational requirements. Competencies (knowledge/skills): Ability to promote quality patient care through the setting, implementation and monitoring of standards and knowledge and insight of relevant legislation and policies related to nursing within the public sector e.g., Labour relations, disciplinary codes etc. Good organisational, interpersonal, leadership, decision-making, and conflict-resolution skills. Basic computer literacy –MS Word, MS Excel, Outlook.
<u>DUTIES</u>	:	Supervise and delegate effective and efficient quality patient care through quality nursing care within set standards and legal framework by monitoring the implementation of nursing care plans and evaluation thereof. Participate in training, research, and information management. Support and implement quality assurance programmes, initiatives, nursing guidelines, standards, and procedures, adhere to National and Provincial policies and Core Standards (NCS, OHS, IPC, M&M). Efficient and effective Management and monitoring of financial, human, and physical resources. Render support to the Nursing Manager and colleagues. Ensure sound Labour Relations.
<u>ENQUIRIES</u>	:	MS N Liebenberg Tel No: (021) 815-8340
<u>APPLICATIONS</u>	:	applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post.
<u>CLOSING DATE</u>	:	06 October 2023
<u>POST 33/355</u>	:	<u>CHIEF ARTISAN GRADE A</u> Electrical (MV 11Kv +LV 400v+N)
<u>SALARY</u>	:	R434 787 per annum
<u>CENTRE</u>	:	Tygerberg, Parow Valley
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Appropriate Trade Test Certificate. With Red Seal. Experience: A minimum of at least 10 years of appropriate experience after obtaining a Trade Certificate as an Artisan/Artisan Foreman. Appropriate supervisory/managerial experience. Experience on MV+LV maintenance and switching. Together with Portfolio of Evidence. Experience in generator maintenance. Inherent requirements of the job: Good communication skills in at least two of the three official languages of the Western Cape. Willingness to work overtime and perform standby duties after-hours, weekends and public holidays should the need arise. Must be physically

		fit to perform duties as required. Valid Code (B/EB/EC1) driver's licence. Competencies (knowledge/skills): Be conversant with the requirements of the Machinery and Occupational Health and Safety Act.
<u>DUTIES</u>	:	Strategic Planning and management of health facility maintenance needs and infrastructure projects. Provide input and assistance with technical specifications. Render sound quality and risk management practices. Implement strategies to ensure continuous adherence to OHSA and other legislative frameworks. Training of staff on HV Maintenance and HV Switching. Draft monthly reports and perform relevant administrative tasks. General support functions to supervisor and colleagues.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr ID Fortuin Tel No: (021) 938 4236
<u>NOTE</u>	:	applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>CLOSING DATE</u>	:	Shortlisted candidates may be subjected to a practical test. No payment of any kind is required when applying for this post.
	:	06 October 2023
<u>POST 33/356</u>	:	<u>LECTURER: POST GRADUATE DIPLOMA NURSING PROGRAMMES (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 (PN-D1) per annum Grade 2: R528 696 (PN-D2) per annum
<u>CENTRE REQUIREMENTS</u>	:	Western Cape College of Nursing (based at Metro Campus)
	:	Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Mental Health Nursing, Critical Care Nursing, registered with SANC. A relevant master's degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse. Experience: Grade 1: A minimum of 4 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Grade 2: A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirement of the job: Valid (Code B/EB) driver's license. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Possess good communication (written and verbal) and presentation skills. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making / problem-solving skills. Willingness to travel. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the college.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr Y Magerman Tel No: (021) 684-1202
<u>NOTE</u>	:	applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
	:	No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of

application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration.

- CLOSING DATE** : 06 October 2023
- POST 33/357** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE** : Klipfontein/Mitchell's Plain Sub-structure
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Occupational Health Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: Grade 1: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in Occupational Health. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Competencies knowledge/skills: Good understanding of the District Health Service (DHS). Knowledge of the ethical and legal framework of the Acts, Regulations, Rules, and policies that govern Occupation Health and Safety. Computer literacy skills (Microsoft Office).
- DUTIES** : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the substructure. Support the implementation of immunization and medical surveillance programmes for staff. Ensure an effective provision, coordination, and management of the clinical occupational health services. Ensuring effective administration of the occupational health service. Participate in Health Risk Assessments within the substructure. Assist in the competency and skill assessment, identification of the need and advice on the education and training of staff within the areas of control. Maintains a sound Continuous Professional development.
- ENQUIRIES** : Ms N Raymond Tel No: (021) 815-9986/ or email; Natasha.raymond@westerncape.gov.za
- APPLICATIONS** : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: in Occupational Health Nursing with the South African Nursing Council.
- CLOSING DATE** : 02 October 2023
- POST 33/358** : **CLINICAL NURSE PRACTITIONER (CLINICAL TRAINING CO-ORDINATOR FOR PRIMARY HEALTH CARE AND ACUTE SERVICES)**
Garden Route District
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE** : George Sub-district Primary Health Care Clinics, and Harry Comay Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and

Midwife. A post-basic qualification with a duration of at least 1-year Diploma in Clinical Nursing Science: Health Assessment, Treatment and Care, accredited with SANC (R48). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirements of the job: A valid (Code B/EB) driver's licence. Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Extensive knowledge and experience in the Primary Health Care and acute services field of practice. Basic computer skills in MS Word, Excel, and Outlook. Relevant knowledge, skills and experience in training and practical mentorship.

DUTIES : Training needs analysis of health science professionals and health workers. Planning and coordinating clinical training programmes and maintenance of competence intervention of health personnel. Presentation, facilitation and coordinate of formal and in-service training programmes. Monitoring, evaluation and reporting on health/clinical training and skill development programmes (quarterly and annual reports). Conduct the necessary administrative and interactive, communicative duties required for efficient and effective training and skills development. Monitor and assist with the improvement of technical quality which includes morbidity and mortality reviews.

ENQUIRIES APPLICATIONS : Ms MJF Marthinus Tel No: (044) 814-1100
: applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.

CLOSING DATE : 06 October 2023

POST 33/359 : **CLINICAL NURSE PRACTITIONER GRADE 1 TO 2 (PRIMARY HEALTH CARE) (X4 POSTS)**
George Sub-district, Garden Route District

SALARY : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696(PN-B2) per annum

CENTRE : Pacaltsdorp CDC (X1 Post)
Thembaletu CDC (X2 Posts)
Parkdene CC (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 Council (SANC) as a Professional Nurse and Midwife. Post-basic nursing qualification with a duration of at least one year Diploma in Clinical Nurse Science, Health Assessment, Treatment and Care (R48) accredited with the SANC. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1-year post-basic qualification in Clinical Nursing Science: Health Assessment, Treatment and Care (R48), accredited with the SANC. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work overtime when necessary and to work at other clinics in the Sub-district. Competencies knowledge/skills: NIMART training or experience. Communication skills in at least two of the

- three official languages of the Western Cape. Problem-solving, report writing, liaison and facilitation skills. Basic computer skills in (i.e., MS Word, Excel, Outlook).
- DUTIES** : Manage and provide clinical comprehensive PHC service. Assist with Wellness programmes in the district and ad-hoc at PHC facilities. Plan and implement Health Promotion and Prevention activities. Link to the community structures and NPOs. Collect data and submit reports. Provide PHC services to the surrounding communities.
- ENQUIRIES** : Ms MJF Marthinus Tel No: (044) 814-1100
- APPLICATIONS** : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Clinical Nursing Science, Health Assessment, and Treatment Care.
- CLOSING DATE** : 06 October 2023
- POST 33/360** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)**
Chief Directorate: Rural Health Services
- SALARY** : Grade 1: R431 265 (PN B1) per annum
Grade 2: R528 696 (PN B2) per annum
- CENTRE** : George Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year in Medical Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: **Grade 1:** A minimum of 4 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Advanced Psychiatric Nursing Science after obtaining the 1-year post-basic qualification in the relevant speciality. Inherent requirements of the job: Willingness to work shifts, day and night duty, weekends and public holidays to meet the operational requirements. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of relevant legislation and policies of the Department of Health Western Cape. Skills to plan, organise and coordinate the service by analysing, problem-solving and decision-making. Leadership towards the realisation of strategic goals and objectives of the Mental health unit.
- DUTIES** : Use expert knowledge and skills to ensure quality appropriate patient care is met and delivered by the nursing and clinical team including identification and prevention of risks. Participate in quality improvement implementation by providing effective direction, supervision and education of nursing personnel as a Professional Nurse in a Mental Health Service. Support the unit manager/Operational manager in the coordination, organising and control of the activities, personnel, equipment, and stores in the unit to utilize human, material and physical resources efficiently and effectively. Maintain professionalism and the display of core values of the Department of Health WCG in the execution of duties, while practising within the legislation, regulations and protocols applicable to the public service.
- ENQUIRIES** : Ms L K de Goede Tel No: (044) 802-4352
- APPLICATIONS** : applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. "Candidates who are not in possession of the required qualification will be appointed into the general stream, and they will be required to obtain the necessary qualification within a predetermined period of time. Candidates who are not in

possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification in: Advanced Psychiatric Nursing Science with the South African Nursing Council.

- CLOSING DATE** : 06 October 2023
- POST 33/361** : **ASSISTANT DIRECTOR: INFORMATION MANAGEMENT**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Groote Schuur Hospital, Observatory
: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Information Management and/or Finance. Experience: Appropriate experience in Information Management. Appropriate experience in a supervisory capacity. Inherent requirements of the job: Ability to effectively communicate in at least two of the three official languages of the Western Cape. Valid driver's licence (Code B/EB) and willingness to travel. Competencies (knowledge/skills): Problem-solving, lateral thinking and data analytic skills. Good communication, training, presentation, interpersonal relationships, exceptional leadership, and conflict resolution skills. Advanced computer proficiency with extensive knowledge of cost centre management and source systems such as AR BILLING, CLINICOM, BAS, SYSPRO, JAC, HECTIS etc. Extensive knowledge and understanding of the healthcare environment and the relevant legislation and regulations within Information Management.
- DUTIES** : Effectively and efficiently provide leadership and manage in the Information Management section in the Finance Directorate, to achieve its goals, objectives, and targets by providing interpretation, application and ensure compliance with all policies, regulations, prescripts, and instructions. Utilize available technology to meet the requirements of an ever-changing healthcare environment. Liaise with auditors (external and internal) and deal with audit queries. Must adhere to the requirements of the different levels of reporting i.e., Provincial and National levels. Manage the performance, training, and development of staff in the Information Management department. Manage the production of relevant, timeous, and accurate operational reports.
- ENQUIRIES APPLICATIONS** : Ms A Bezuidenhout Tel No: (021) 404-3248
: applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : A competency test will form part of the selection process. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 06 October 2023
- POST 33/362** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT**
Chief Directorate: Metro Health Services
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum
: Valkenberg Hospital
: Minimum educational qualification: Appropriate 3-year National Diploma or Degree. Experience: Appropriate Quality assurance experience. Appropriate experience in a Tertiary Hospital environment. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge of Human Resource policies, procedures, prescripts, HR audit compliance prescripts, management of the Approved Post Lists (APL), establishment control, Human Resource Development and Labour Relations. Strong managerial and supervisory skills. Computer skills (MS Word, Excel and PowerPoint).
- DUTIES** : Facilitate, coordinate and manage HR Planning, Recruitment and Selection, Establishment Control, Staff Performance Management System and Human Resource Administration. Implement systems and strategies to ensure effective and efficient Quality and Risk Management in the Human Resource Department. Facilitate compliance with the Auditor-General's requirements and HR audit reports and ensure that sample testing is performed and reported on that is in line with HR Compliance. Monitoring Instrument (HR CMI) HR Audit

Action Plan (HR AAP). Administer and ensure that audit investigations, follow-up and feedback of audit findings are done timeously. Manage Human Resource Development and the implementation of HRD policies, prescripts and Institutional Work Skills Plans, and oversee the training of staff. Manage sound Labour Relations and effective participation in IMLC and labour relations matters.

ENQUIRIES : Ms P Kana Tel No: (021) 826 5789
APPLICATIONS : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : Shortlisted candidates may be requested to complete a practical test.
CLOSING DATE : 06 October 2023

POST 33/363 : **EMS STATION MANAGER GRADE 3 TO 6**
Emergency Medical Services

SALARY : Grade 3: R359 691 per annum
Grade 4: R434 649 per annum
Grade 5: R508 896 per annum
Grade 6: R656 179 per annum

CENTRE : EMS, Garden Route, George
REQUIREMENTS : Minimum educational requirements: **Grade 3:** Successful completion of the Immediate Life Support (ILS) that allows registration with the HPCSA as Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician Course (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. Grade 6: Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: **Grade 6:** Registration with the Health Professions Council of South Africa as an ECP. Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Experience: Grade 3: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Technician (ECT). Grade 5: Minimum of 3-years' experience after registration with the Health Professions Council of South Africa as Paramedic. Grade 6: Minimum of 3 years' experience after registration with the Health Professions Council of South Africa as Emergency Care Practitioner (ECP). Inherent requirements of the job: Current registration as an AEA, ECT, CCA or ECP. Valid code C1 driver's license. Valid Code 10 Professional driver's permit. Physical and mental fitness as an Emergency Services practitioner. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Computer literacy in the MS Office package. Good communication and interpersonal skills. Report writing skills.

DUTIES : Ensure effective communication with regards to meetings, workshops, debriefs, compiling stats and report writing. Manage pre-hospital Emergency Care Services within the geographic area and respond to incidents when required. Ensure that the maintenance of Emergency vehicles and equipment are managed effectively and efficiently. Maintain responsibility for the audit compliance with regards to Supply Chain Management and Human Resource matters, inclusive of the Station's budget allocation and facilitation of account payments for goods and services. Effectively manage and supervise staff in relation to the Human Resource and Labour Relations function. Effective support to District Manager and act in management capacity when required.

ENQUIRIES : Mr L Nankoo Tel No: (044) 802-2515
APPLICATIONS : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 02 October 2023

POST 33/364 : **SENIOR ADMIN OFFICER: INFORMATION MANAGEMENT**

SALARY : R359 517 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/ Degree. Experience: Appropriate experience in database management with Budgeting Principals and Planning. Appropriate experience in business management technical support to medical/ senior/ executive management. Inherent requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): ETL (extract, transfer, and load) experience of Public Service Information data sources e.g., Database Management, Cost Centre, and Business Unit principles; Business Intelligence, Vulindlela -BAS. Public Service Lean Management principles, Cost Centre Management and Business Management technical support. Technical skills to support managers and their teams with various projects; meeting presentations; Seven C projects, i.e., Advanced MS Excel Skills; MS Word; MS PowerPoint; MS Teams; MS SharePoint tools, MS Access, and publishing to Power BI as an added advantage.

DUTIES : Database development and maintenance of Business Management reporting mechanisms to medical managers and head of departments. Develop and maintain reporting mechanisms of integrated compliance tools and hospital frameworks. Technical support to medical managers and their teams with FBU Reports; and meeting presentations. Timely distribution of Business Management to Cost Centre level reports, reflecting monthly trends for expenditure, including budgets and variances. Develop electronic data collection tools to report on manual data; Seven C project decision-making process and data track progress and the maintenance thereof. Support in various initiatives to assist with technical support i.e., data and or monitoring reports and new projects.

ENQUIRIES : Ms A Bezuidenhout Tel No: (021) 404-3248
APPLICATIONS : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 October 2023

POST 33/365 : **OCCUPATIONAL HEALTH AND SAFETY OFFICER**
West Coast District

SALARY : R359 517 per annum
CENTRE : West Coast District Office
REQUIREMENTS : Minimum educational qualifications: An appropriate 3-year National Diploma/B-Degree in Safety Management or Occupational Health & Safety Environmental Management or any other relevant qualification. Registration with a professional council: Registration with the South African Institute of Occupational Safety and Health (SAIOSH) (as Technical/Graduate/Chartered). Experience: Appropriate knowledge and experience in Occupational Health & Safety. Inherent requirements of the job: Ability to communicate in 2 of the 3 official languages of the Western Cape. Valid driver's licence (Code B/EB). Willingness to work after hours, travel and meet the operational requirements. Sleep out/over in the district and extensive driving. Competencies (knowledge/skills): Excellent communication with the community and other stakeholders' engagement and facilitation skills as well as the ability to work in a team across service platforms. Knowledge of relevant legislation, and policies incl. Health care 2030. Understanding of the OHS Act 1993 and related regulations. Excellent planning and organizational skills in OHS. Computer Proficiency (MS Office (Word, MS Excel MS PowerPoint, email). Communication skills (written and verbal). Statistical analysis and analytical skills. Presentation and facilitation skills. Creativity, self-motivation, and assertiveness. Ability to function under pressure and handle a high work volume. Ability to prioritize and organize work and to exercise self-discipline. Ability to work independently without supervision.

DUTIES : Promotion of a safe health care environment through monitoring and management of the occupational health and safety risks within the district. Oversee district and facilities compliance with relevant occupational health and safety requirements, legislation, codes of practice, standards, and norms. Education and training within areas of control. Ensuring effective administration

of occupational health and safety activities. Continuous Professional Development.

ENQUIRIES : Ms E Van Ster Tel No: (022) 487-9269
APPLICATIONS : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

NOTE : No payment of any kind is required when applying for this post. You will be required to do a practical computer exercise.

CLOSING DATE : 06 October 2023

POST 33/366 : **DRG COSTING SPECIALIST (X2 POSTS)**
 Directorate: Management Accounting

SALARY : R359 517 per annum
CENTRE : Head Office, Cape Town (based at Stikland Hospital)
REQUIREMENTS : Minimum educational qualification: A health-related four-year National Diploma or three-year Degree or equivalent registrable with the Health Professions Council of South Africa (HPCSA) or the South African Nursing Council (SANC). Experience: Appropriate experience in case management and/or Activity Based Costing in South Africa. Appropriate organizational knowledge and experience in ICD-10 coding. Appropriate experience with using the Uniform Patient Fee Schedule (UPFS) or equivalent. Inherent requirements of the job: A valid Code B/EB driver's licence. Willingness to travel between Health institutions. Competencies (knowledge/skills): Advanced knowledge of software packages required for report generation, including advanced computer literacy skills in MS Excel, Word, and Access. 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.

DUTIES : Perform normative costing and activity-based costing of high volume and high resources services across the Western Cape Province. Perform assessment and costing of audited data through utilization of clinical records, accounts and invoices and capture data utilizing a data capturing tool. Assess service utilization to meet the comprehensive health needs of the individual client and to ensure quality and cost-effective outcomes. Professional communication both telephonically and in writing with all role players. Accurate record-keeping and general office and ad-hoc duties.

ENQUIRIES : Ms S Daniels Tel No: (021) 940-4456
APPLICATIONS : applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Short-listed candidates must be prepared to do a test as part of the evaluation process.

CLOSING DATE : 02 October 2023

POST 33/367 : **SENIOR ADMINISTRATIVE OFFICER: FINANCE**
 Overberg District

SALARY : R359 517 per annum
CENTRE : Overberg District Office
REQUIREMENTS : Minimum educational qualification: Appropriate three-year National Diploma or Degree Finance related. Experience: Appropriate experience in Finance, Revenue and NPI payments and expenditure management. Appropriate experience in budget, Revenue and expenditure control. Appropriate experience in the management of Asset and Liability Accounts and Debt management. Appropriate proven Supervisory experience. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Excellent communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Extensive knowledge and practical experience in BAS as well as good organisational, managerial, and leadership skills and an aptitude for working with financial figures. Extensive knowledge of relevant financial prescripts, departmental policies, delegations and procedures and Strong people management skills, ability to work in a team context and motivate team members. Computer literacy and thorough knowledge of computer systems (Excel, BAS, Clinicom

- and Account Receivable). Knowledge of the Public Financial Management Act (PFMA), and National and Provincial Treasury Regulations.
- DUTIES** : Responsible for the overall management of all Finance, Revenue and NPI Management functions and ensuring the effective and efficient application of policies and processes within the Overberg District. Responsible for effective expenditure control, budget allocations and management. Responsible for Payment and journal authorization in respect of Revenue and NPI's and all other suppliers. Preparation of reports and assist with the compilation of the Annual and Interim Financial statements. Clear Asset and liability accounts and Debt Management. Monitor and Evaluation of Revenue and NPI's within the Overberg District. Supervision of Staff and Admin support.
- ENQUIRIES** : Ms P Lamohr Tel No: (028) 214-5839
- APPLICATIONS** : applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 06 October 2023
- POST 33/368** : **ADMINISTRATION CLERK: FINANCE/ADMIN (ADMISSIONS)**
Chief Directorate: Metro Health Services
- SALARY** : R202 233 per annum
- CENTRE** : Western Cape Rehabilitation Centre, Mitchells Plain
- REQUIREMENTS** : Minimum educational requirements: 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 of Patient Administration in an Admission environment. Appropriate experience in Clinicom and Cashiers. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Competencies (knowledge/skills): A strong sense of confidentiality and trustworthiness. Good interpersonal skills. Good computer literacy in Outlook & Word and knowledge/skills in Excel. Knowledge of Hospital Fees Memorandum 18, PFMA, UPFS, and Finance Instructions. Ability to perform Medical Aid/EDI (Electronic Data Interchange) related transactions in the billing systems. Willingness to interact/work with people with physical and mental disabilities.
- DUTIES** : Render an administrative support service to patients, public, the supervisor and staff. Assess patients in accordance with Hospital Memorandum 18, UPFS manual and related Finance instructions. Responsible for effective revenue collection, which includes receipt of money, issue of receipt, banking of deposit, capture deposit close-off and journals in BAS, issue of accounts and safekeeping of patient's valuables. Responsible for folder management, which includes completion and processing of folders. Record and capture all patient information and activities (admission and discharge of patient) accurately and promptly on Clinicom and report all MVA's / WCA cases to the AFCT hotline.
- ENQUIRIES** : Mr S Mathee Tel No: (021) 370-2303
- APPLICATIONS** : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates will be subjected to a competency test. No payment of any kind is required when applying for this post.
- CLOSING DATE** : 06 October 2023
- POST 33/369** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT**
Central Karoo District
- SALARY** : R202 233 per annum
- CENTRE** : Beaufort West Hospital
- REQUIREMENTS** : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Human Resource Management. Inherent requirements of the job: Ability to communicate (written and verbal) in at least two of the three official languages of the Western Cape. Valid (Code B/EB) driver's licence. Competencies (knowledge/skills): Computer literacy (MS Office: Word, Excel, PowerPoint). Basic understanding of Human Resource Management. Knowledge of PERSAL. Good communication skills.
- DUTIES** : Perform all administrative duties pertaining to the personnel administration section e.g., appointments, service terminations, transfers, pension administration, salary administration, leave, housing, injury on duty, distribution

of monthly pay slips, debt management, verify documents, qualifications, etc. Responsible for capturing transactions on PERSAL. Handle all personnel enquiries and correspondence (written and verbal). File personnel data, policies, regulations, and circulars and maintain registers, i.e., PILIR, RWOPS, Appointments, Service Terminations, and audit personnel/leave records. Assist with recruitment and selection process. Assist staff, supervisor, management, and members of the Public regarding Human Resource and Personnel matters and effective support service to Supervisor, i.e., relief duties, and attending meetings.

ENQUIRIES : Mr EJ Jewel Tel No: (023) 414-8291
APPLICATIONS : applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 October 2023

POST 33/370 : **ADMINISTRATION CLERK: SUPPORT QUALITY ASSURANCE**
 Chief Director: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Valkenberg Hospital
REQUIREMENTS : Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience in Quality Assurance in the Public Service. Appropriate Experience in administrative work within a hospital setting. Appropriate Secretarial experience. Appropriate experience in Ideal hospital realization and maintenance framework. Inherent requirement of the job: Communication skills, written and verbal in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of applicable policies, legislation, guidelines, standards, procedures and applicable practices in the Public Service. Ability to work under pressure and to meet deadlines. Willingness to work overtime when necessary and assist in other departments when required. Exceptional typing skills must be able to type at a speed of at least 50 words per minute, high accuracy. Computer Literacy in MS Word, MS Excel and MS PowerPoint, as well as proof of formal training in these. Must be able to work independently and should be able to take initiative. Proven data-capturing experience.

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 components within the Region.

ENQUIRIES : Mr N Benting Tel No: (021) 826-5803
APPLICATIONS : applications are submitted online via 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 competency test.
CLOSING DATE : 06 October 2023

POST 33/371 : **SECRETARY**
 Chief Directorate: Metro Health Services

SALARY : R202 233 per annum
CENTRE : Metro TB Hospital Centre (Brooklyn Chest and DP Marais Hospitals)
REQUIREMENTS : Minimum educational qualification: Senior Certificate with typing or Computing or Computer Applications Technology as a major subject. Experience: Appropriate secretarial-related experience, preferably in a hospital environment. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Proficient interpersonal, written, and verbal communication skills. Planning and organising skills. Ability to work and provide outcomes timeously. Ability to function individually and as part of a team. Computer proficiency (MS Office including Word, Excel, Outlook/email).

DUTIES : Provide office management and secretarial support to the office of the Chief Executive Officer. Document management. Record keeping. Provide Secretarial support for meetings. Coordinate bookings and preparation of meeting venues.

ENQUIRIES APPLICATIONS : Ms W Sonnie Tel No: (021) 508-7401
: applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 October 2023

POST 33/372 : **ARTISAN ASSISTANT: PLUMBING**

SALARY : R171 537 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Grade 10 Certificate or (or equivalent). Experience: Appropriate experience and knowledge in the Plumbing field. Inherent requirements of the job: Must be willing to do standby studies and work overtime. Good communication in two of the three official languages of the Western Cape Province. Competencies (knowledge/skills): Ability to work independently under pressure. Ability to plan (be pro-active, work independently as well as in a team and it would be required for the officer to learn and comply with in-house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Perform general plumbing duties and maintenance, effectively install and maintain all water pipes, sewerage system, valves and stopcocks. Unblock drains, toilets, basins, and sluices, assist artisans in the performance of their duties and clean areas where work has been carried out. Detect and repair faults in the working environment, complete and return requisitions, and assist in ordering and controlling the workshop, materials, and tools. Assist other departments when required. Assist in supervising and training interns/apprentices.

ENQUIRIES APPLICATIONS : Mr. A.K Mgcodo Tel No: (021) 404-6251
: are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").

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

CLOSING DATE : 06 October 2023

POST 33/373 : **HEALTH PROMOTER (X2 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R171 537 884 per annum

CENTRE : Scottsdale Community Day Centre (X1 Post)

Ruyterwacht Community Day Centre (X1 Post)

REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/Grade 9 (Std 7). Experience: Appropriate experience in working in communities and informal settlements. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Proficiency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy.

DUTIES : Render a high standard of health education and support service to clients. Plan and implement health projects in facilities, schools, and communities to meet health objectives. Assist and strengthen COPC in the community. Liaise with the community's health co-ordinating structures, departments, local government and other stakeholders to promote an integrated approach to health care. Monitor, evaluate, develop and implement service delivery programmes. Ensure effective and efficient utilisation of all available resources. Keep an effective record of activities and consumables. Ensure a purposeful integration of health education and promotion service provision with services provided (health facility, stakeholders and other community-based services). Support to Manager at Facility.

ENQUIRIES : Ms A Mullins Tel No: (021) 810-8121

APPLICATIONS : The People Management Manager: Metro Health Services, Northern/Tygerberg Sub-Structure Office, Bellville Health Park, Private Bag X1, Bellville, 7535.

FOR ATTENTION : Mr J Adams

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

CLOSING DATE : 06 October 2023

POST 33/374 : **FOOD SERVICE AID**
Chief Directorate: Rural Health Services

SALARY : R125 373 per annum
CENTRE : Paarl Hospital
REQUIREMENTS : Minimum requirement: Basic reading, writing and numerical skills. Experience: Appropriate Large Scale Hospital Catering experience. Appropriate experience of therapeutic diets, food groups, preparation and cooking methods, and quality and portion control of food according to standardized recipes. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Incumbents must be prepared to work shifts and overtime which include weekends and public holidays. Incumbent must be healthy and strong enough to lift heavy objects and be on their feet the entire day. Ability to do work of a physical nature. Competencies (knowledge/skills): Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP, and safety principles. Ability to maintain good interpersonal skills. Proof of attendance of a Kitchen Hygiene, Kitchen Cleaner, or Assistant Chef will be an added advantage. Ability to function within a team and work under pressure.

DUTIES : Preparation and production of all normal and therapeutic diets in accordance with the WCG Food Service Policy. Follow standardised WCG Receipts and Menus. Weighing, dishing and distribution of food to various wards. Clean and maintain the kitchen area and equipment as well as adhere to health and safety regulations. Dress according to Departmental specifications and adhere to Hospital / WCG Policy. Follow and adhere to Health and Safety prescripts. Follow and adhere to elementary control measures and standard operational procedures.

ENQUIRIES : Ms D Koen Tel No: (021) 860 2546
APPLICATIONS : The Chief Executive Officer: Paarl Hospital, Private Bag X3021, Paarl 7621.
FOR ATTENTION : Mr K Cornelissen
NOTE : No payment of any kind is required when applying for this post. Short-listed candidates may be subjected to a practical test.

CLOSING DATE : 06 October 2023

POST 33/375 : **GROUNDSMAN**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : False Bay Hospital
REQUIREMENTS : Minimum requirement: Basic literacy and numeracy skills. Experience: Appropriate applicable hospital experience in gardening and grounds maintenance. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape. Perform heavy manual labour including lifting, using various gardening and grounds maintenance tools and power equipment safely and efficiently. Competencies (Knowledge/Skills): Ability to function independently as well as in a team set-up. Good written and communication skills.

DUTIES : To deliver an effective cleaning and maintenance service on the grounds of the hospital. Maintenance of terrain, gardens, and lawns. Apply and maintain quality and risk. Maintain apparatus and equipment. Support Assistant Artisan with the maintenance and repairs of the building, as required.

ENQUIRIES : Ms L Shoosmith Tel No: (021) 832 5211
APPLICATIONS : The Manager: Medical Services: False Bay Hospital, PM Office, Bag X1, Vallyland, Fish Hoek, 7978.

FOR ATTENTION : Ms L Shoosmith
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 06 October 2023

POST 33/376 : **HOUSEHOLD AID (X2 POSTS)**
West Coast District

SALARY : R125 373 per annum
CENTRE : Swartland Hospital, Swartland Sub-district
REQUIREMENTS : Minimum requirements: Basic literacy and numeracy skills. Experience: Appropriate experience in cleaning hospitals or health environments. Inherent

requirements of the job: Communication skills in at least two of the three official languages of the Western Cape. Ability to lift/move heavy objects and work at heights requiring the use of a stepladder. Willingness to work shifts, public holidays, weekends, overtime, and night duty. Relief in other departments when necessary. Competencies (knowledge/skills): Good communication and interpersonal skills.

DUTIES : Renders effective, efficient, and safe hygiene and domestic services in the Nursing Component. Renders support services to Household supervisor. Contributes to effective management of domestic responsibilities. Contributes to effective utilisation and functioning of apparatus and equipment. Adheres to loyal service ethics.

ENQUIRIES : Ms L Julius Tel No: (022) 487-9304

APPLICATIONS : The District Director: Westcoast District Office, Private Bag X02, Malmesbury,7300.

FOR ATTENTION : Ms C Julius

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

CLOSING DATE : 06 October 2023

POST 33/377 : **CLEANER**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum

CENTRE : Valkenberg Hospital

REQUIREMENTS : Minimum educational qualification: Basic literacy and numeracy skills. Experience: Appropriate knowledge and experience in cleaning and waste management. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to communicate in at least two of the three official languages of the Western Cape. Physically ability to lift heavy objects. Competencies (knowledge/skills): Literacy and numeracy skills. Good communication skills. Knowledge of collection of waste, waste handling, waste segregation and waste disposal. Knowledge of Occupational Health and Safety and Infection Control policies.

DUTIES : Provide a clean, safe and hygienic environment in terms of standards and procedures to prevent the spread of infection and injuries which includes sweeping, scrubbing, mopping floors, dusting, emptying bins, and cleaning windows. Ensure that cleaning equipment, e.g., polishing and scrubbing machines, mops, brooms, and buckets are clean after use and securely stored. Provide a support service to nursing and all wards in the collection, handling, segregation and disposal of various waste products at Karl Bremer Hospital. Correct handling and disposal of waste and medical waste. Daily transportation of general and medical waste using waste trolleys. Ensuring safe storage of waste containers and keeping an inventory of waste containers in a lockable storeroom. Assist with transportation of waste with vehicles when required and provide general support to supervisor.

ENQUIRIES : Mr C Rhodes Tel No: (021) 918-1976

APPLICATIONS : Karl Bremer Hospital Nurses Home, 1st Floor, c/o Frans Conradie and Mike Pienaar Boulevard, Bellville, 7535

FOR ATTENTION : Mr G Tilling

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

CLOSING DATE : 06 October 2023