



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 34 OF 2023

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1. Introduction

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

2. Directions to candidates

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

3. Directions to departments

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

4 SMS pre-entry certificate

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

AMENDMENT

: **DEPARTMENT OF TOURISM:** Kindly note that the post of Deputy Director: Strategic Sector Partnerships with Ref No: DT 20/2022 which was advertised in Public Service Vacancy Circular 19 dated 27 May 2022 is withdrawn.

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DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 09 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 licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at 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 reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

MANAGEMENT ECHELON

<u>POST 34/01</u>	:	<u>DIRECTOR: FINANCIAL AND SUPPLY CHAIN MANAGEMENT SERVICES</u> <u>REF NO: 3/2/1/2023/619</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY</u>	:	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 the Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Limpopo (Polokwane) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Cost and Management Accounting / Financial Management / Accounting / Public Finance / Auditing / Supply Chain Management / Logistics Management / Purchasing Management / Management (Logistics/ Supply Chain Management) (NQF Level 7). Minimum of 5 years' experience in middle / senior managerial level in the relevant environment. Job related knowledge: Extensive knowledge of Generally Accepted Accounting Principles. Treasury Regulations. Generally Reviewed Accounting Principles. Job related skills: Computer literacy. Communication skills (verbal and written). Management skills. Project management skills. Analytical skills. A valid drivers' licence.
<u>DUTIES</u>	:	Ensure compliance to financial management standards by adhering to policies and guidelines. Ensure compliance with Public Finance Management Act, Treasury Regulations and other related legislation and instructions with regards to finance on an on-going basis. Develop policies, systems, procedures, and processes for effective implementation of financial accounting and reporting services. Oversee financial support services. Manage financial accounting of the Department. Manage the departmental budget. Manage salaries and payroll. Maintenance of financial systems. Oversees supply chain, facilities and office administration. Manage the demand management plan and acquisition of goods, services and assets. Provide logistics and transport services. Provide asset and facilities management. Oversee financial management support services to the departmental Entities. Provide internal control and reporting services. Develop and maintain budget and reporting. Provide payment services. Provide asset revenue management. Provide lease revenue management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Shai Tel No: (015) 495 1954 Application can be submitted by post to Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.
<u>NOTE</u>	:	It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities
<u>POST 34/02</u>	:	<u>DIRECTOR: ADMINISTRATION AND DOCUMENT MANAGEMENT REF NO: 3/2/1/2023/626</u> Directorate: Administration and Document Management
<u>SALARY</u>	:	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 the Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a Bachelor's Degree / Advanced Diploma in Public Management / Public Administration / Business Administration. Minimum of 5 years of experience in middle / senior managerial level at administration environment. Job related knowledge: Knowledge of the public service systems and legislation governing public service delivery. Job related skills: Computer literacy skills. Communication skills (verbal and written). Report writing skills. Financial management skills. Project management skills. Organising and planning skills. Document management skills. A valid driver's licence. Ability to work under pressure, meet deadline and work within a team.
<u>DUTIES</u>	:	Develop frameworks, procedures and policy. Develop the policy and ensure that it is being implemented by staff at all times. Monitor the implementation and adherence of the Public Finance Management Act (PFMA), DPSA Directives, Archives and National Treasury Regulations. Monitor the provision

of financial administrative support services. Manage financial and administrative services. Manage supply chain management services. Manage general administration functions. Manage and supervise the overall functioning of community liaison and enquiry management in the office of the Director-General. Manage the flow of the queries from the office of Director-General and Ministry. Manage and supervise the overall functioning of documentation in the Office of the Director-General. Manage documents flowing in and out of the Office of the Director-General. Monitor instructions emanating from documents. Attend to classified documents according to the security standards. Compile submissions reports as required. Monitor the provision of administrative support services. Consolidate management information frequently. Monitor that all training activities are communicated to Human Resource Development (HRD). Verify that procurement procedures are followed at all times. Ensure that the activities of the Chief Directorate are coordinated daily. Ensure that there is compliance with the prescripts as contemplated with PFMA at all times. Manage the performance of officers reporting to him or her and compile performance contracts continuously. Compile reports and statistics on a monthly basis. Manage and supervise asset management of the Department. Ensure control and management of assets of the Department.

**ENQUIRIES
APPLICATIONS**

: Ms A Stevens Tel No: (012) 312 9667
 : 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

: It is the department's intention to increase representativity of females and persons with disabilities at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

OTHER POSTS

POST 34/03

: **CHIEF PROFESSIONAL SURVEYOR REF NO: 3/2/1/2023/621**
 Directorate: Coordination of State and Land Reform Surveys

SALARY

: R990 747 per annum, (Salary will be in accordance with the OSD requirements)

**CENTRE
REQUIREMENTS**

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

DUTIES

: Design, plan and perform surveys to solve practical survey problems (challenges), improve efficiency and enhance safety. Manage projects on the application of new and existing survey technologies. Manage and plan surveys of a varied and complex nature. Develop cost effective solutions and approve surveys according to prescribed requirements / standards. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedure to incorporate new technology. Provide expert advisory and support services. Coordinate and develop tender specifications. Maintain survey operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specifications and service levels according to organisational objectives.

Monitor maintenance efficiencies according to organisational goals to direct or redirect survey services. Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on survey related matters to minimise possible survey risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial management. Ensure the availability of and management of funds to meet the Medium-Term Expenditure Framework (MTEF) objectives within the survey environment / services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management. Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of the survey services according to the organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Ms N Monyake Tel No: (033) 355 2900
- APPLICATIONS** : 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 Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply.
- POST 34/04** : **CHIEF ENVIRONMENTAL SPECIALIST REF NO: 3/2/1/2023/618**
Directorate: Disaster Technical Tools and Systems
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE** : Limpopo (Polokwane)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree or National Diploma in Environmental Science / Natural Science. Minimum of 5 years' appropriate environmental planning or natural resources management experience. Appropriate experience in environmental planning and management. Job related knowledge: Policy and legislation governing national environmental management. Knowledge of integrated development planning process and its relevance to environmental management. Knowledge of government systems and structures. Basic Conditions of Employment Act. Labour Relations Act. Employment Equity Act. Skills Development Legislation. Job related skills: Communication skills (verbal and written). Interpersonal relations skills. Computer literacy. Project management skills. Problem solving skills. Presentation and facilitation skills. Budget management skills. Financial management skills. A valid driver's licence and willing to travel extensively. Ability to work under pressure.
- DUTIES** : Manage proactive assessment of agricultural land prone to environmental degradation. Establish a list of farms / state land and / or smallholder land prone to environmental degradation. Involve all relevant stakeholders to ensure legitimate property access. Manage implementation of environmental rehabilitation projects. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Disseminate information and advice to Sub-Directorates: Risk Analysis as well as Environmental Training and Awareness. Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress. Represent the Department In relevant fora and provide environmental advisory service to management and other Branches support disaster management efforts.

- Establish project management steering committee. Recruit community project workers and / or project implementation service provider. Commission project procurement in line with Demand Management Plans / Procurement Plans. Monitor project progress.
- ENQUIRIES APPLICATIONS** : Ms A Ntsala Tel No: (012) 319 7308
 : 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 34/05** : **DEPUTY DIRECTOR: STRATEGIC LAND ACQUISITION REF NO: 3/2/1/2023/629**
 Directorate: District Office
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package to be structured in accordance with the rules for MMS)
- CENTRE REQUIREMENTS** : KwaZulu-Natal (Richards Bay)
 : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Agricultural Studies / Agricultural Economics / Development Studies / Town and Regional Planning / Public Administration / Social Sciences / Public Management / Real Estate / Property Management. Minimum of 3 years' relevant experience at junior management level. Job related knowledge: Land Reform: Provision of and Assistance Act 126 of 1993 as amended. Labour Tenants Act 3 of 1996. Restitution of Land Rights Act 22 of 1994. Extension Security of Tenure Act 62 of 1997 as amended. State Land and Disposal Policy. Beneficiary Selection and Land Allocation Policy. Knowledge of Agrarian Transformation as well as key priorities of government. Knowledge of Comprehensive Rural Development Programmes (CRDP). Land Reform Prescripts and other relevant departmental prescripts. Job related skills: Communication skills (verbal and written). Strategic management skills. Negotiation skills. Computer literacy. Stakeholder relationship. Facilitation / coordination skills. Presentation skills. Financial management skills. Project management skills. Interpersonal relations skills. A valid driver's licence. Willingness to travel.
- DUTIES** : Coordinate the acquisition of strategically located land aligned to the National Imperatives. Provide support to District Offices on the identification and acquisition of strategically located land suitable for acquisition by the State. Maintain and update project register of all suitable land acquisition for the State. Facilitate mapping and overlaying of the identified land with key commodities. Manage the assessment and valuation of identified properties. Align acquired land to other departmental interventions and programmes. Provide support on land acquisition approval process through relevant structures. Monitor updates of projects in terms of the Enterprise Project Management Office (EPMO) requirements. Facilitate the selection of suitable candidates and allocation of land. Ensure quality assurance and information management services between District, Provincial and National offices. Ensure that the land allocation process is compliant to the Beneficiary Section Policy. Coordinate the selection process of beneficiaries for land allocation. Coordinate land allocation process through relevant approval structures. Facilitate proper handover of allocated land to Property Management. Provide land acquisition support services across districts including District Land Committees. Support land acquisition procedures within relevant policy and programme guidelines. Coordinate the liaison with relevant role-players / stakeholders with regards to land acquisition projects support requirements. Ensure coordination of the transfer and registration process. Facilitate the appointment of Conveyancers. Facilitate signing of the deed of sale. Facilitate the signing of expedition letters. Facilitate the processing of payments.
- ENQUIRIES APPLICATIONS** : Mr N.S. Myeza Tel No: (035) 789 1035
 : 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 Females and Persons with disabilities are encouraged to apply.

<u>POST 34/06</u>	:	<u>SENIOR AGRICULTURAL ECONOMIST REF NO: 3/2/1/2023/617</u> Directorate: Marketing
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and a Bachelor of Agriculture (B Agric) Honours in Agricultural Economics or Bachelor of Science (BSc) Agric in Agricultural Economics. Minimum of 3 years' experience in Agricultural Economics environment. Job related knowledge: Good knowledge and understanding of agricultural marketing legislation, including the Marketing of Agricultural Products Act, 1996 (Act No. 47 of 1996) and the Agricultural Produce Agents Act, 1992 (Act No. 12 of 1992). Deep and broad practical understanding of the agricultural marketing environment. Good understanding of agricultural marketing and trade policies. Good understanding of the marketing linkages programmes. Basic knowledge of and ability to interpret international trade agreements. Practical knowledge and application of project management. Job related skills: Computer skills. Research and analytical skills. Planning and organizing skills. Statistical skills. Excellent report writing skills (develop memoranda, letters, submissions, etc). Communication skills (verbal and written). Presentation skills. Ability to interact with people at all levels of organisational structure. Interpersonal relations. A valid driver's licence.
<u>DUTIES</u>	:	Conduct and / or manage analyses of various agricultural commodities. Develop and / or update commodity value chain profiles. Publish and disseminate update commodity value chain profiles to targeted clients. Develop, publish and disseminate grain markets early warning reports. Update, publish and disseminate input market analysis reports to targeted clients. Facilitate the establishment and operation of Value Chain Round Tables (VCRTs) and the Marketing Forums. Guide and assist relevant stakeholders in the process of establishment of VCRT's. Facilitate sittings of the VCRTs and Marketing Forum. Report on the activities of the VCRTs and Marketing Forum. Manage the analysis / identification of economic questions / challenges pertaining to the implementation of the Marketing of Agricultural Products (MAP) Act and the Agricultural Produce Agents (APA) Act. Analyse market development that may have an impact on the implementation of the MAP Act and the APA Act. Liaise with relevant stakeholders to enable amendment of the MAP Act and the APA Act to address identified shortcomings. Liaise with relevant partners and stakeholders in the implementation of the integrated marketing strategy for agricultural products in the Republic of South Africa and manage development and maintenance of liaison fora with commodity groups, producer associations, Provincial Departments of Agriculture, other government departments, public entities and other stakeholders. Facilitate the appointment of council members for the Agricultural Produce Agents Council (APAC) and the National Agricultural Marketing Council (NAMC). Facilitate the submission of annual reports, business plans and budgets of the APAC and the NAMC. Facilitate the submission of the NAMC requests on agricultural industry trusts and statutory measures. Analyse tariffs and rebate requests from the International Trade Administration Commission (ITAC) and provide comments and recommendations. Analyse competition applications from the Competition Commission and provide comments and recommendations. Facilitate the updating of country information on the Food and Agriculture Organisation (FAO)'s Agricultural Market Information Systems (AMIS).
<u>ENQUIRIES</u>	:	Mrs N Mudzunga Tel: (012) 319 8067
<u>APPLICATIONS</u>	:	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.
<u>NOTE</u>	:	Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/07</u>	:	<u>PROJECT COORDINATOR: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/622</u> Directorate: District Office: Eastern Cape
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	OR Tambo / Alfred Nzo District

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Agriculture / Agricultural Economics / Development Studies. Minimum of 3 years' experience at supervisory level in the cooperatives and enterprise development environment. Job related knowledge: Knowledge and understanding of policy and legislative environment of cooperatives. Monitoring and evaluation. Understanding of Comprehensive Rural Development Programme (CRDP). 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 licence. Willingness to travel and work irregular hours.

DUTIES : Identify and facilitate the development of cooperatives. Organise primary cooperatives into secondary cooperatives. Liaise with commodity associations and other stakeholders for data collection, in order to create and maintain cooperatives database. Engage organs of the state and private sector for building partnerships. Facilitate development of business plans for funding. Develop a monitoring tool and strategy for cooperatives. Set up internal / cooperative governance and constitution, facilitate training in adherence and ensure compliance with the Cooperatives Act, No. 14 of 2005. Provide support to new and existing cooperatives (Establishment, registration, constitution, facilitate training and monitoring). Facilitate training on governance issues of cooperatives and business management. Identify and support the development of enterprise operational and compliance system. Develop training plans and manuals for cooperatives. Management of the partnership arrangements. Develop reporting template. Assist cooperatives to ensure that they comply with Cooperative Act, among others by holding Annual General Meetings (AGM), submission of their financial records to South African Revenue Services (SARS) etc. Ensure that market opportunities are identified for cooperative development in the Department. Identify local, national and international markets for cooperatives. Assist cooperatives to get Branding for their business through Small Enterprise Development Agency (SEDA). Assist cooperatives to get export certificate to sell their products. Assist the cooperative to produce good quality and quantity goods / produce at the correct time. Facilitate the development of cooperative Financing Institution towards the formation of a Cooperative Bank. Organise workshops for cooperative on understanding functioning of the cooperatives Financial Institution. Encourage the cooperatives to develop the culture of saving. Link the cooperative with relevant institutions towards establishment of banking facility. Coordinate the development of rural enterprise and industries. Identify entrepreneurs and link them with various entities to support them with development e.g. financial and non-financial support. Organise workshops for Small Medium and Micro Enterprises (SMMEs). Facilitate the development of small and medium scale Agro-processing programmes. Identify those business entities with potential for Agro-processing. Link them with relevant institutions for assistance and development. Facilitate skills development programmes with relevant institutions e.g. Sector Education and Training Authority etc. Ensure compliance with relevant legislation.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
APPLICATIONS : Applications can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Couatts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

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

POST 34/08 : **ASSISTANT DIRECTOR: RISK SERVICES REF NO: 3/2/1/2023/612 (X2 POSTS)**
Directorate: Risk Services
This is a re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Risk Management / Business Continuity Management (NQF Level

6). Minimum of 3 years' experience working within risk management, or in agriculture, land reform and rural development as well as business continuity management. Job related knowledge: Corporate governance issues. Enterprise risk management. Public Service environment. Public Financial Management Act and National Treasury Regulations. Public Sector Risk Management Framework. Job related skills: Dynamic leadership skills. Computer literacy. Project management skills. Communications (verbal and written). Facilitation skills. Results oriented. Ability to work under pressure. Customer focus. Team management skills. Willingness to travel. A valid driver's licence.

DUTIES : Evaluate risk management programmes in all Branches. Facilitate and coordinate the operational risk assessment in the Department on an on-going basis. Assist to review and analyses policies to identify gaps in the implementation of risk management processes. Assist to conduct research in order to improve risk management processes. Ensure and monitor consistency with enterprise risk management practices and reporting throughout the Department. Implement appropriate risk management methods. Implement the risk management frameworks to support the risk maturity of the Department. Facilitate the risk management awareness session. Support initiatives to strengthen the relationship with the assurance service providers within the Department e.g. legal services, monitoring and evaluation, strategic planning and internal audit on an ongoing basis. Provide reports on implementation of risk management plans. Compile the operational risk assessment reports. Provide assistance in risk report coordination and assist in any risk related information required by Risk Management Committee. Compile the risk monitoring as well as the analysis report. Assist to coordinate the business continuity management process. Compile incidents register and report on occurrences that may affect the operations of the Department negatively. Assist to facilitate the business impact analysis and review the Business Continuity Plans. Conduct training and awareness sessions on business continuity.

ENQUIRIES : Ms N Lubisi Tel No: (012) 312 9787
APPLICATIONS : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), 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 34/09 : **ASSISTANT DIRECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: 3/2/1/2023/613**
 Chief Directorate: Internal Audit

SALARY : R424 104 per annum (Level 09)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Auditing / Accounting. Minimum of 3 years supervisory experience in Internal Auditing. Job related knowledge: Knowledge of Internal Auditing. Understanding of the Standards of the Institute of Internal Auditors. Understanding of Risk based Internal Audit methodologies and procedures and software. Job related skills: Communication skills (verbal and written). 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 licence.

DUTIES : Co-ordinate the development and updating of methodologies, policies and procedures and tools in line with best practise and the International Standards of the Institute of Internal Auditors (IIA). Coordinate the review of methodologies, policies and procedures and tools in line with best practise and standards of the IIA annually. Coordinate research on latest methodologies and trends to improve methodologies, policies and procedures. Coordinate continuous improvement of methodologies, policies and procedures. Provide training to all Internal Audit staff on improved methodologies, policies and procedures annually. Train staff in the application of Electronic Audit Software. Provide support to the staff using of the Electronic Audit Software. Review the updating of deliverables on the Electronic Auditing Software System - version control and replicas and signoffs. Review the completeness of all the Electronic

Auditing Software files after completion of the audit projects. Perform Internal Quality Assessment Review annually and coordinate the five yearly External Quality Assessment Review. Perform annual Internal Quality Assessment review. Assist with compilation, implementation and reporting of the Internal Audit annual Quality Assurance Improvement program. Coordinate the External Quality Assessment Reviews performed every five years. Perform Quality Assurance reviews on the annual internal audit plan projects on a continuous basis. Perform Quality Assurance Reviews and report on compliance to the Internal Audit Methodology of all deliverables of all audit projects prior to submission to the Chief Audit Executive (CAE). Distribute final audit report to Branches and the Director-General. Review Audit Project deliverables in line with the Internal Quality Assurance requirements of the Chief Directorate: Internal Audit. Monitor, track and report on the retention of Project Office documents in line with the document and filing reference system for the Chief Directorate: Internal Audit. Measure the implementation of management action plans on all internal Audit reports on a quarterly basis. Request progress reports from line management on implementation of management action plans on all Internal Audit reports on a quarterly basis. Analyse the reports and clarify with line management. Prepare progress on implementation of management action plans presentations to the Audit Committee on a quarterly basis. Co-ordinate the requesting of progress reports from line management on implementation of recommendations on a quarterly basis and co-ordinate the analysis the reports and clarification with line management. Review the preparation of progress on implementation of recommendations presentations to the Audit Committee on a quarterly basis. Perform the Audit Committee secretariat function and co-ordinate driver, messenger services and document deliveries. Arrange meeting venues, meeting documentation, catering and parking. Supervision of messenger services and driver services in the Chief Directorate.

- ENQUIRIES** :
- APPLICATIONS** :
- NOTE** :
- POST 34/10** :
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- DUTIES** :
- Mr M Rammutla Tel No: (012) 312 9840
- 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.
- Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- KNOWLEDGE SPECIALIST REF NO: 3/2/1/2023/627**
Directorate: Knowledge, Information and Records Management
- R424 104 per annum (Level 09)
Gauteng (Pretoria)
- Applicants must be in possession of a Grade 12 Certificate and National Diploma in Information Management / Records Management / Information Science / Information Technology (NQF Level 6). Minimum of 3 years' experience in relevant working environment. Job related knowledge: Knowledge of Information Systems. Knowledge of hardware and software. Knowledge of Business Information. Understanding of Information Technology Infrastructure. Job related skills: Management skills. Planning skills. Organising skills. Analysing skills. Interpersonal skills. Leadership skills. Reporting writing skills. Communication skills (verbal and written).
- Co-Provide support for the establishment and nurturing of communities of practices or forums, including knowledge management awareness sessions, developing terms of references and providing secretariat services. Organise and prepare material for knowledge management sharing sessions. Assist in establishment and nurturing of community of practices. Provided inputs for development of terms of reference for community of practices. Act as secretariat for community of practices, debriefing sessions, knowledge management roasts etc. Identify, harvest knowledge to improve circulation of knowledge throughout the Department and ensure that the Knowledge Management System is functioning and accessible always. Assist to harvest knowledge through knowledge management initiatives such as knowledge harvesting, handover reports, debriefing sessions, etc. Provide the Knowledge Management System that is functional and easy to access. Work closely with Information Communication Technology (ICT) team with regards to the development of knowledge management tools. Driver information and knowledge sharing and collaboration using appropriate mechanisms including

Knowledge Management System, Communities of Practice and Intranet collaboration portals continuously. Develop and maintain a well-functioning and updated knowledge management portal. Provide Knowledge Management System training to officials per Branch. Provide support to knowledge management existing governance structure, act as secretariat for Knowledge Management Committee (KMC) which assists with the implementation of knowledge management programs and systems in Branches. Act as secretariat for Knowledge Management Committee (KMC) and encourage adherence of the approved KMC terms of reference. Assist to implement approved DPSA knowledge management implementation plan and update it on-going basis. Assists with the improvement of circulating knowledge throughout the Department. Create awareness and conducting knowledge sharing session quarterly in the Department. Disseminate information about the organisation's knowledge sharing programs to internal audiences, including organising knowledge sharing events. Maintain communications on knowledge sharing processes across the Department through Internal Communication and preparation of brochures. Engage and network with stakeholders regarding knowledge management services such as debriefing / knowledge sharing, knowledge harvesting, training, handover reports and community of practices.

- ENQUIRIES** : Ms C Kekana Tel No: (012) 312 8820
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), 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 34/11** : **SENIOR PROJECT OFFICER: COOPERATIVES AND ENTERPRISE DEVELOPMENT REF NO: 3/2/1/2023/620**
Directorate: District Office
- SALARY** : R359 517 per annum (Level 08)
- CENTRE** : Limpopo (Vhembe District)
- 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 licence. 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** : Mr LS Mahasha Tel No: (015) 495 1956
- APPLICATIONS** : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700

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

POST 34/12 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/623**
Directorate: Quality Assurance and Administration

SALARY : R359 517 per annum (Level 08)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Degree / National Diploma in Public Administration / Management / Administrative Management. Minimum of 2 years' experience in administrative related work. Ability to carry out supply chain management activities. Job related knowledge: Knowledge of supply chain management. Knowledge of projects and process. Knowledge of government legislation. Job related skills: Time management skills. Planning and organisation skills. Decision making skills. Computer literacy. Analytical skills. Telephone etiquette. Interpersonal and communication skills (verbal and written). A valid driver's licence and ability to work under pressure.

DUTIES : Develop, administer and maintain restitution land claims database. Maintain the implementation of the file plan in the office. Check the quality of standardised files. Compile the report of standardised files and inventory. Provide land restitution claims related information. Compile spreadsheet on letters compiled for claimant. Give claimants accurate information regarding the status of their claims. Respond to general enquiries about the lodgement of land claims. Provide registry services. Receive and issue brown files not scanned on the Electronic Document Management (EDM). Receive and register incoming files. Keep records of files and collected information for existing land claims. Ensure that registry rules are adhered to by officials. Monitor access to the registry system. Monitor and control movement of files by registering them on movement control sheet. Conduct file audit to ensure that no files are kept for more than 5 days in officials offices unless the official ask for extension. File indexing. Spot check on files at registry / incident audit. Maintain a filing system. Capture approved projects or files for easy retrieval in registry and create file numbers for approved Section 42D, Section 42C and Section 42E. Update and provide land claims information to project teams to enable the acceptance and gazetting of claims. Receive and register incoming and approved files. Update the status of claims on the approved acceptance research report, non-compliant, dismissed deferred and gazetted claims. Ensure that new information received from operational units is captured on spreadsheets. Keep statistics of files captured on spreadsheets and report monthly. Coordinate and execute other administrative duties. Provide clerical support services to the Directorate. Provide personnel administration clerical support services. Provide financial administration services in the component. Process documents for archival and disposal. Operate office machine in relation to registry functions.

ENQUIRIES : Ms A van Vuuren Tel No: (043) 701 8127 or Ms A Kili Tel No: (043) 701 8136
APPLICATIONS : can be forwarded by post to PO Box 1716, East London, 5200 or Hand delivered during office hours to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200.

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

POST 34/13 : **SENIOR AGRICULTURAL FOOD AND QUARANTINE TECHNICIAN REF NO: 3/2/1/2023/630**
Directorate: Inspection Services

SALARY : R359 517 per annum (Level 08)
CENTRE : Western Cape (Stellenbosch)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree / National Diploma in Agriculture. Minimum of 2 years relevant experience. Job related knowledge: Public Service Regulations. International agreements, conventions and bilateral agreements relating to phytosanitary, sanitary and food safety and quality matters. Relevant legislation and regulations, norms and standards. Export and import programmes. Job related skills: Ability to communicate well and interact with people at different levels. Planning skills, Technical skills, Law enforcement skills, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Negotiation skills,

- Listening skills, Computer literacy and report writing skills. A valid driver's licence and the ability to drive. Willingness to travel and work extended hours. Relief duties.
- DUTIES** :
- Application and enforcement of legislation and international agreements. Supervise inspections and make recommendations in terms of the appropriate actions. Coordinate searches of passengers, motor vehicles, etc with regards to illegal import of regulated agricultural products by the appropriate means, i.e physical inspections, sniffer dogs or X-ray machines. Prohibit the illegal importation, exportation and national movement of regulated articles from / to the ports of entry. Prohibit the sale of non-compliant imported and locally produced agricultural products. Confiscate and detain non-compliant agricultural products. Coordinate the proper handling and /or disposal of consignments destined for export that do not comply with the requirements or international agreements or are rejected by assignees. Coordinate and / or conduct investigations into the illegal importation, exportation and movement of regulated agricultural products as well as other fraudulent activities and institute the appropriate action accordingly. Provide evidence during court cases where necessary. Coordinate and / or issue phytosanitary, quality and / or quality certificates. Provide technical advice and guidance to stakeholders (internal and external). Advise stakeholders on the interpretation and application of the relevant legislation and prescripts. Advise stakeholders on the relevant processes and procedures. Provide advice for the granting of dispensations on the existing legislation. Provide advice to stakeholders (e.g trade organizations, industries, private sector institutions, importers / exporters, legal representatives, assignees, etc) regarding the operational application of the relevant Acts, prescripts, certification schemes, norms and standards. Handle complaints, queries and enquiries from customers. Conduct audit inspections of the assignees. Conduct audits on the inspection function to ensure adherence to norms, standards, procedures and guidelines. Conduct audits on entities (assignees) to ensure that they deliver on their mandates. Draft audit reports with recommendations. Follow up on the implementation of the recommendation. Perform administrative duties. Manage the database. Analyse international standards and best practice and provide inputs into standards operating procedures / internal processes and draft policies and legislation. Provide inputs into operational planning. Assist in the identification of customer information needs. Compile reports, submissions, and correspondence as required. Supervision of staff. Allocate and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilisation of equipment. Assess staff performance. Apply discipline.
- ENQUIRIES** :
- APPLICATIONS** :
- Mr G Tsako Tel No: (021) 809 1641
can be submitted by post for attention HRM Office 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 and White Females and Persons with disabilities are encouraged to apply.
- POST 34/14** :
- ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/615**
Directorate: Knowledge, Information and Records Management
- SALARY** :
- CENTRE** :
- REQUIREMENTS** :
- R294 321 per annum (Level 07)
Gauteng (Pretoria)
Applicants must be in possession of a Grade 12 Certificate and National Diploma in Public Administration / Public Management / Business Administration / Business Management. Minimum of 1 year experience in administration environment. Job related knowledge: Public Service Regulation, Financial procedures, Treasury Regulations, Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy, interpersonal skills, organising and planning skills, communication skills (written and verbal), analytical skills, problem solving skills and financial management skills.
- DUTIES** :
- Render financial management services. Facilitate, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations, Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates (AE) and Estimated

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

- ENQUIRIES** : Ms A Remcken at (060) 582 1906
- NOTE** : African, Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- POST 34/15** : **HUMAN RESOURCE CLERK (SUPERVISOR) REF NO: 3/2/1/2023/616**
Directorate: Human Resource Administration
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Minimum of 3 years' experience working in a Human Resource environment. Job related knowledge: Employment Equity Act. Public Service Regulations. Basic Condition of Employment Act. Public Service Act. Skills Development Act. Labour Relations Act. Public Service Co-ordinating Bargaining Council (PSCBC) Resolutions. Promotions of Access to Information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Public Finance Management Act. Job related skills: Planning and organisational skills, Computer literacy skills, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Supervise and undertake more complex implementation and maintenance of human resource administration practices. Human resource provisioning (recruitment and selection, appointments, transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances etc.). Termination of services. Recommend (approve) transactions on Personnel and Salary Administration (PERSAL) according to delegations, (final authorisations should happen on a higher level preferable at Assistant Director or higher level). Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.
- ENQUIRIES** : Ms L Strydom Tel No: (012) 312 9527
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered during office hours to: 600 Lilian Ngoyi Street (formerly known as Van der Walt Street), Berea Park, Pretoria, 0002 or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0083.
- NOTE** : African, Coloured and Indian Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.

<u>POST 34/16</u>	:	<u>STATE ACCOUNTANT REF NO: 3/2/1/2023/625</u> Directorate: Financial and Supply Chain Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Northern Cape (Kimberley) Applicants must be in possession of a Grade 12 Certificate and National Diploma in Cost and Management Accounting / Auditing / Public Finance / Financial Management / B.COM Accounting (Accounting). Minimum of 1-year experience in a financial management environment. Job related knowledge: Treasury or Financial Regulations or the Public Financial Management Act. Personnel and salary administration (PERSAL), Basic Accounting System (BAS) and Logistical Information System (LOGIS). Job related skills: Computer literacy. Communication skills (verbal and written). A valid driver's licence.
<u>DUTIES</u>	:	Process BAS. PERSAL and LOGIS transactions. Check, verify payments and capture on BAS. Approve PERSAL transactions. Maintain budget (shifting of funds). Compile, capture and approve journals. Reconcile Travel Agency account. Ascertain invoices received. Reconcile / analyse key accounts. Accumulate synopsis report (age analysis). Compile financial reports. Compile and submit inputs and portfolio of evidence on financial reports (accruals and payables report). Provide inputs on invoices paid within 30 days. Compile Medium Term Expenditure Framework, Estimates of National Expenditure, Adjusted Estimates of National Expenditure inputs. Process petty cash and revenue collections. Check and sign petty cash replenishment and balance cash on hand. Facilitate petty cash count and report. Perform day end and deposit confirmation.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Lebergane Tel No: (053) 830 4060 Applications can be submitted by post to Private Bag X5007, Kimberley, 8300 or hand delivered during office hours to: Magistrate Court Building, 6th floor, Knight Street, Corner of Stead Street, Kimberley, 8300.
<u>NOTE</u>	:	African, Indian, Coloured and White Males and Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 34/17</u>	:	<u>HELPDESK OPERATOR REF NO: 3/2/1/2023/628</u> Directorate: Information Communication Technology (ICT) Service Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R241 485 per annum (Level 06) Gauteng (Pretoria) Applicants must be in possession of a Grade 12 Certificate and National Diploma or Degree in Information Technology (National Diploma, Bachelor of Science, B-Tech). Minimum of 1-year experience in call centre environment. Job related knowledge: Government system and structures. Understanding of the management information and formal reporting system. Professional office etiquette. Knowledge of office administration. Job-related skills: Good Interpersonal skills. Communication skills (verbal and written). Organisational and planning skills. Good reporting skills Computer literacy. Good Interpersonal relations skills. Ability to take initiative and work independently. Ability to maintain confidentiality.
<u>DUTIES</u>	:	Log the reported incident and provide the user with a reference number. Update user details on the call logging system. Capture the user incident as per the user description. Provide reference number to the user. Prioritise, categorise and allocate logged incidents according to the identified impact and urgency to the business. Provide 1st line assistance support on an incident that requires procedural resolution and does not need technical expertise. Render trouble shooting service where required and resolve calls on first line where possible. Capture the trouble shooting activities performed to assist the next level of support to minimise mean time to resolve. Follow up with users / technical support teams on requests with missing information and on non-acknowledged allocated incidents. Provide feedback to users on the status of their logged incidents. Communicate with technical teams to acquire information on actions taken on logged incidents. Communicate overall analysis of Logged calls, identify and report on trends in different support groups and service categories.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Yenana Tel No: (012) 312 8148 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, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/18** : **SECRETARY REF NO: 3/2/1/2023/614**
Directorate: Knowledge, Information and Records Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Gauteng (Pretoria)
: 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.
- DUTIES** : 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 APPLICATIONS** : Ms A Remcken at (060) 582 1906
: 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 34/19** : **FINANCE CLERK REF NO: 3/2/1/2023/624**
Directorate: Financial and Supply Chain Management Services
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: North West (Mmabatho)
: Applicants must be in possession of a Grade 12 Certificate. No experience. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations 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 literacy skills, Flexibility skills, Communication skills (verbal and written), Interpersonal relations skills and Basic numeracy skills. A valid driver's license. Ability to work within a team.

- Ability to perform routine tasks. Ability to operate office equipments. Ability to work under pressure and meeting deadlines.
- DUTIES** : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Check invoices (e.g. capture payment). 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 adjustment, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Distribute documents with regard to the budget. File documents. Receive and capture cash payment.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered during office hours to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : African, Indian and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 34/20** : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/631**
 Directorate: Financial and Supply Chain Management Services
 This is a re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Free State (Bloemfontein)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate a computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Job related skills: Language skills, Good communication skills (verbal and written), Planning and organisation skills, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.
- DUTIES** : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Taking and drafting of minutes. Provide supply chain clerical support services within the component. Liaise within internal and external stakeholders in relation to procurement of goods and services. Obtain quotations complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure of the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.
- ENQUIRIES** : Mr C Mampa Tel No: (051) 400 4200
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X20803, Bloemfontein, 9300 or hand delivered during office hours to: 136 Charlotte Maxeke Street, Bloemfontein, 9300.
- NOTE** : African, Indian and White Males and Indian Females and Persons with disabilities are encouraged to apply.

DEPARTMENT OF COOPERATIVE GOVERNANCE

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representivity in the Department through the filling of these posts. Applicant whose appointment/transfer/promotion will promote representivity will therefore receive preference.

CLOSING DATE : 09 October 2023
NOTE : Applicants are advised that a new application for employment (Z83) has been in effect since 1 January 2021. The new application for employment form can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted using the old Z83 form will not be accepted. Applications must be accompanied by a comprehensive CV, with specific starting and ending dates in all relevant positions and clarity on the levels and ranks pertaining to experience as compared to the Public Service, as well as current remuneration package, as well as at least 2 contactable references. Only shortlisted candidates will be requested to submit certified documents/ copies on or before the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Incomplete applications or applications received after the closing date will not be considered. All shortlisted candidates will be subjected to a technical exercise (or exercises/follow-up engagements/second round interviews/or any other method) that intends to test relevant technical elements of the job.

OTHER POSTS

POST 34/21 : **ASSISTANT DIRECTOR: POLICY DEVELOPMENT, INSTITUTIONAL STRUCTURES, AND COMPLIANCE MANAGEMENT REF NO:32045/01**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
 : Pretoria
 : A Grade 12 Certificate and a three-year National Diploma or a three-year Bachelor's Degree (NQF level 6/7 qualification as recognised by SAQA) or equivalent qualification and 3 to 5 years' experience in a related field. Proficiency in MS Excel, MS Word. Driver's license and travelling. Generic Competencies: Planning and organising. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In depth knowledge of: Admin procedures relating to specific working environment including norms and standards. Research. Emergency planning. Client orientation and customer focus. Policy analysis and development. Project management. Monitoring and evaluation techniques and skills.

DUTIES : The incumbent will be expected to perform the following duties: Provide the secretariat function of the legislated disaster management structures (i.e., ICDM, NDMAF and HoCeF). Coordinate the development, amendment, and implementation of national disaster management policy. Support the assessment of the Legislative Compliance Management to the Disaster Management and Framework (as indicated in Section 15(b) of the DMA). Coordinate the process of developing the annual disaster management report as indicated in Section 24 of the Disaster Management Act, 2002.

ENQUIRIES APPLICATIONS : Ms Nokuzola Mnika Tel No: (012) 848 4873
 : Applications must be submitted electronically via email to cogta147@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

POST 34/22 : **WAGE ADMINISTRATOR REF NO: 32045/02**

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
 : Pretoria
 : A Grade 12 Certificate or equivalent qualification. No experience required. Proficiency in MS Excel, MS Word. Generic Competencies: Quality of work. Reliability. Initiative. Communication. Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Knowledge of: Data management administration. EPWP/CWP MIS. Public Finance Management Act. Payroll system.

DUTIES

: The incumbent will be expected to perform the following duties: Verify the personal information of all new CWP participants and amendments to the information of existing participants, compliance, and authenticity. Confirm the correctness of the payment information for each CWP participants and effect pre-approval and submit for second level approval. Liaise with the Implementing Agents (IAs) on outstanding and/or incorrect personal and payment information. Follow-up on progress with payments, payment rejections and resubmit. Ensure bank account changes are affected timeously and administer CWP wage payment enquiries and queries for respective province. Monitor deceased and PERSAL participants and ensure deactivation. Report any identified or suspected fraudulent activities. Perform any other functions within the CWP Finance Unit.

**ENQUIRIES
APPLICATIONS**

: Ms Zimbini Mahonono Tel No: (012) 334 0694
: Applications must be submitted electronically via email to cogta148@ursonline.co.za. URS Response Handling Tel No: (012) 811 1900.

DEPARTMENT OF DEFENCE



- CLOSING DATE** : 13 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 34/23** : **ASSISTANCE DIRECTOR: ADMINISTRATION (ARCHIVES) REF NO: CMIS/36/34/23/01**
- SALARY CENTRE** : R424 104 per annum (Level 09)
: Department of Defence CMIS Division Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.
- REQUIREMENTS** : Minimum of Grade 12 (NQF L4) or equivalent with a recognised National Diploma (NQF Level 6) in Records and Archive Management/Information Science. At least three (3) to five (5) years functional experience in Records office/ Registry/ Archive/ Information Management and Information Science environment. Special Requirements (Skills needed): Knowledge of The Constitution of the Republic of South Africa, 1996, The Promotion of the Access to information Act (PAIA), 2000 (Act No 2000), The Defence Act, 2002(Act No.42 of 2002). The National Archives and Records Service of South Africa Act, 1996 (Act No. 43 of 1996), National Archives Regulations (126 of 24 January 1997) and the National Archives instructions. The Public Finance Management Act, 1982 (Act No. 84 of 1982). The Electronic Communication and Transaction Act, 2002 (Act No. 25 of 2002).
- DUTIES** : The management of the digital continuity programme. The management of receiving new Department of Defence (DOD) Archive collections. The management of the processing of DOD archives collections. The management of the preservation of DOD archives collections. The management of the provision of access to DOD archives collections. The management of disaster and business continuity planning. The execution of administrative tasks. Manage requests for transfer of records. Compile procedures for the processing of archival records in accordance with existing governance and

- archival best practices. Manage the preservation of archival records in accordance with governance and archival best practices. Manage the provision of archival material. Implement disaster recovery and business continuity plan. Participating in the planning, design, implementation of record and information systems to ensure that archival principles are maintained.
- ENQUIRIES** : WO1 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli, Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023
- POST 34/24** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT POLICY REF NO: FMD/04/34/23/01**
Financial Management Division
Chief Directorate: Financial Services
Directorate: Financial Control Services (Compliance Management)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree or National diploma (NQF Level 6/7) in Financial Management, Accounting, Auditing or equivalent qualification in finance. Have at least 3 years' experience in Financial Control Services environment on a post level 7 or equivalent. Special requirements/Skills needed: Knowledge in the application of the Public Finance Management Act and Treasury Regulations. Well-developed verbal and written communication skills. Knowledge of MS office (Word, Excel, Power Point). Proven ability to function independently. Analytical and innovative thinking as well as problem solving ability. Must be in possession of a valid driver's license, be a South African citizen, be able to obtain confidential security clearance, willing and able to travel extensively at short notice and to work after hours at short notice.
- DUTIES** : Assist with Maintaining of the Financial Management Regulatory Framework. Maintain Financial Management policy database and prepare monthly status report. Assist Financial Management policy section by providing inputs on financial consideration or implications affecting policy proposals. Monitor and evaluate progress on Financial Management Division policies in process and review. Analyse Financial Management Division policies and departmental policies for compliance with the PFMA, TR's, framework and practice notes issued by National Treasury. Participate in the DOD policy development and review workshops. Provide office support and administration. Information, logistic/procurement and financial resources within Financial Management policy.
- ENQUIRIES** : Ms A. Nkomo tel: (012) 355 5830
APPLICATIONS : Department of Defence, Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001, or hand delivered to: Poyntons building, 195 Bosman Street, Pretoria where it must be placed in wooden box number 5 at reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division 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. Preference will be given to African females, African males, Indian Females, Indian males, Coloured males and Persons with Disabilities.
- POST 34/25** : **SENIOR STATE ACCOUNTANT REF NO: FMD/04/34/23/02**
Financial Management Division
Chief Directorate: Accounting
Directorate: Personnel Payments (Final Payments)
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Pretoria
REQUIREMENTS : Grade 12 (NQF L4) or equivalent certificate plus a three year B degree or National diploma (NQF Level 6/7) in Financial Management, Accounting, Auditing or equivalent qualification in finance. Have at least 3 years' experience in Final pay environment on a post level 7 or equivalent. Special requirements/Skills needed: Sound reasoning, mathematical, accounting and

problem solving ability with strong supervisory skills. Knowledge of computer systems in the DOD/Public Service/Private Sector, including PERSOL/PERSAL, MS Word and Excel. Well-developed verbal and written communications skills, very conscientious and motivated towards producing effective, efficient and correct work and always aiming for a zero defect environment. Ability to effectively function as part of a team, receptive to work-related suggestions and ideas. Decisive/persevering regarding task finalisation and able to effectively function under pressure.

DUTIES : Ensure effective execution of prescribed accounting processes related to the payments of financial benefits to ex-employees of the Department of Defence (DOD). Ensuring that calculation of the leave payments, pro-rata service bonus and accounting of overpaid amounts to be recovered from ex-employees are correct and in accordance with prescripts. Constant collaboration and communication with the Assistant Director regarding all functions and tasks coupled to the post. Assist and coordinating of related administrative tasks. Supervision, guiding and training of Finance Clerk Supervisor and Finance Clerks, resorting under the control of this post. Capturing/authorise and approve of all final payments related transactions on Persol and on the Financial Management System (FMS). Ensure that all accounting records, documentation, statistics and files are safeguarded and readily available for audit purposes. Assisting in handling ministerial and audit general enquiries concerning final payments. Looking-up and printing final payments related management information and statistics from the Persol and FMS. Effectively supervision all personnel, assets, information and material under his/her control.

ENQUIRIES APPLICATIONS : Mr J.G. Lottering Tel No: (012) 392 2417
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE : Financial Management Division 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. Preference will be given to African males, African females, Indian Females, Indian males, Coloured males and Persons with Disabilities.

POST 34/26 : **SENIOR STATE ACCOUNTANT REF NO: FMD/04/34/23/03**
 Finance Management Division
 Chief Directorate: Financial Services
 Directorate: Financial Control Services
 Sub Directorate: Loss Administration

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
 : Pretoria
 : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree/National Diploma in Finance/Accounting/Internal Audit with a minimum of three years relevant experience on a post level 7 or equivalent. Must be in possession of valid RSA driver's license or Military drivers licence and willing and able to travel as and when required. Special requirements/Skills needed: Knowledge and understanding of the Finance and the Logistic processes as well as the core processes. Financial Management System (FMS) or any other financial system. Sound mathematical and problem solving ability. Thorough, working knowledge of all expenditure control transactions on FMS or any other financial system. Thorough knowledge of computer systems, MS Word, Ms Office and Excel. Ability to interpret and apply policy. Well-developed verbal and written communication skills. Ability to effectively function as part of a team. Receptive to work-related suggestions/ ideas and decisive/ persevering in regard to ask finalization.

DUTIES : Efficient, effective and economical management of loss control processes and systems in order to enable the detection and reporting of all losses of State Funds/Assets within the DOD to the Loss Control Section. Receive all detail of losses from within the DOD. Recording all such losses on the central database. Opening and maintaining of proper registers on all reported losses. Timeous and continuous updating of all active loss control files. Ensuring that all loss control files are correctly referenced in terms of the prescribed file reference numbers and that proper registry procedure are adhered to. Collection and

analysis of all info/data on losses and reporting to Assistant Director Loss Control. Evaluation of all info/data received to ensure that it is complete and correct in accordance with prescribed procedure. Regular updating of management info database to ensure that all info contained is current and relevant. Compiling of comprehensive statistics and reports in respect of all losses and reporting same to Assistant Director Loss Control. Timeous evaluation of all losses, which are not reported within the prescribed time limits, so as to determine whether such losses have not prescribed and reporting same to Assistant Director Loss Control. Reporting of all irregularities, e.g. non-reported losses, losses reported through incorrect channels, etc, to Assistant Director Loss Control. Assisting the Assistant Director Loss Control with the preparation and submission of the DOD's Annual/Interim Financial Statement input and responses to the Auditor General on an annual basis.

**ENQUIRIES
APPLICATIONS**

: Ms A. Nkomo Tel No: (012) 355 5830
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.

NOTE

: Financial Management Division 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. Preference will be given to African males, African females, Indian males, Indian females, Coloured males and Persons with Disabilities.

POST 34/27

: **ACCOUNTING CLERK SUPERVISOR REF NO: FMD/04/34/23/04 (X3 POSTS)**
 Financial Management Division
 Directorate: Stores, and Services and Related Payments
 Financial Accounting Service Centre

**SALARY
CENTRE**

: R294 321 per annum (Level 07)
 : FASC Port Elizabeth: Ref No: FMD/04/33/23/04A (X2 Posts)
 : FASC MOD: Ref No: FMD/04/33/23/04B

REQUIREMENTS

: Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two years relevant working experience on a post level 5 or equivalent or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years relevant working experience on a post level 5 or equivalent. Special requirements/Skills needed: Thorough knowledge of State contracts as well as the financial processes and core processes of the Department of Defence (DOD)/Public Service/Private sector. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems, MS Word and Excel. Sound reasoning, mathematical and problem solving ability. Ability to understand and interpret financial policy, especially iro State contracts. Well-developed verbal and written communication skills and able to compile effective reports. Personal attributes: Ability to function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure. In possession of a valid RSA/Military driver's licence.

DUTIES

: Timely payment of all invoices. Timely confirmation of all TELKOM and Freight Order accounts. Timely finalisation of all Central Advance System events and transactions. Successful monthly execution of Central Advance System cash counts. Quarterly confirmation of correctness of Face Value Document administration. Report, investigate and follows up of all finance related irregularities. Manage the preparation of supplier accounts by verifying payment documents for anomalies and verify payments on FMS and couple invoices for payment. Manage administration iro cash payments, advances purchases and PMG account deposits. Manage/supervise all personnel who resort under the post.

**ENQUIRIES
APPLICATIONS**

: Ms D.D. Nchabeleng Tel No: (012) 392 2893/2892
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195

- Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number).
- NOTE** : Financial Management Division 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. Preference will be given to African females, African males, Indian males, Coloured males (Gauteng Province), Eastern Cape (African males, African females) and Persons with disabilities to all provinces.
- POST 34/28** : **ACCOUNTING CLERK SUPERVISOR REF NO: FMD/04/34/23/05 (X2 POSTS)**
Financial Management Division
Directorate: Personnel Payments (S&T)
- SALARY CENTRE** : R294 321 per annum (Level 07)
Cape Town: Ref No: FMD/04/34/23/05A
Pretoria: Ref No: FMD/04/34/23/05B
- REQUIREMENTS** : Grade 12 (NQF L4) or equivalent certificate plus a three year B Degree or National Diploma in Finance/Accounting with a minimum of two years working experience within the S&T environment on a post level 5 or equivalent, or Grade 12 certificate with Finance/Accounting related subjects and a minimum of three years working experience within the S&T environment on a post level 5 or equivalent. Special requirements/Skills needed: Computer literate (MS Office packages). Sound reasoning, mathematical and problem solving ability. Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of S&T system and processes, ability to correctly interpret and effectively apply policies and regulations iro S&T advances and claims. Thorough knowledge of computer systems and programs utilised in the DOD, Public Service and Private Sectors including PERSOL/PERSAL, Financial Management System (FMS)/BAS or any other financial systems. Well-developed verbal and written communication skills, very conscientious and motivated towards producing effective and correct work and always aiming for zero defect environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering iro task finalisation and able to effectively function under pressure.
- DUTIES** : Receive all new applications for participant in the Subsidised Vehicle Scheme, B-Scheme, MMS and SMS. Ensure that the insurance is paid, a file is opened and relevant information required updating the register/database at the supervisor is updated. Receive, scrutinise, check, verify and execute all S&T kilometre claims, salary and allowances for members/employees of the Department of Defence for correctness in accordance with all policies and instruction pertaining to the Subsidised Vehicles A-Scheme, B-Scheme, MMS, SMS. Timely finalising of all Central System (CAS) events, quarterly audit to confirm correct S&T kilometre documents administration, capturing and compiling of related journal. Approving of computer codes documents with regard to S&T kilometres and with conjunction with the SSA. Answering and finalising audit queries. Managing the statistics of the section, capturing and approving transactions on PERSOL and Financial Management System (FMS), regularly clearing suspense accounts in use, constantly collaboration and communication with SSA. Supervising subordinates and manage equipment under control of this post.
- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering, tel: (012) 392 2417
Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Privet Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division 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. Preference will be given to African males, African females, Indian males, Indian Females, Coloured males (Head Quarters), Western Cape (White males, Coloured females, and Coloured males) and Persons with Disabilities for all provinces.
- POST 34/29** : **LIBRARIAN REF NO: SFWC/40/34/23/01**
- SALARY** : R294 321 per annum (Level 07)

<u>CENTRE</u>	:	Joint Operations, South African Special Forces, 4 Special Forces Regiment, Langebaan, Western Cape.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Provide and maintain reliable library services to the Regiment by developing, organising and managing library services such as collection of information, recreational resources and reader information services to efficiently administrate the library resources and services. Management of the daily library functions by means of effective librarian services, planning, management, and maintenance of the library, managing, supervising and overseeing library assistant, management and control of the library. Rendering of an information service by developing and implementing library and information policies and services and provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphics material, bibliographic database and digital resources as required by clients. Detailed knowledge of library administration by providing information relating to the purchasing and identification of books to management and selecting, ordering, classifying and cataloguing library and information resources. Formulating and implementing library policy regarding the acquisition, cataloguing and classification of library material and other information resources according to policy and formulating policy with regards to the period of book loan, access and internet use. Effective organisation and administration of the library by examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials and supervising and training other library staff. Database management by managing inter-library loan systems and information networks and managing reader registrations, loan transactions, filing and retrieval activities.
<u>ENQUIRIES</u>	:	Maj H.P. Kortje Tel No: (022) 707 4519/Ms M. Labuschagne Tel No: (022) 707 4503
<u>APPLICATIONS</u>	:	Department of Defence, 4 Special Forces Regiment, Private Bag X1, Langebaan, 7357.
<u>POST 34/30</u>	:	<u>LIBRARIAN REF NO: SFHQ/40/34/23/02</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Joint Operations, South African Special Forces, Special Forces Headquarters, Pretoria.
<u>REQUIREMENTS</u>	:	Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.
<u>DUTIES</u>	:	The successful candidate will be required to perform the following functions: Effective librarian services in the Headquarters. Effective planning, management and maintenance of the library. Manage supervise and oversee Library Assistants and library aids. Management and control of library, provide customer service for library users. Help library users check out books. Create an online database for easy access to members and staff. Organise all library resources so they are easy to locate. Developing and implementing library and

information policies and services. Provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphic material, bibliographic databases and digital resources as required by clients. Provide suggestions to library users about new books to try. Assist members with materials for research and staff papers according to their requirements. Examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials. Supervising and training other library staff. Keep a budget to repair, replace or get new reading materials. Create an online database for easy access to members and staff. Research new inventory and update the database accordingly, databases and digital resources as required by clients. Managing inter-loan systems and information networks. Managing reader registrations, loan transactions, filing and retrieval activities identification of books to management and selecting, ordering, classifying and cataloguing library and information resources.

ENQUIRIES : Maj S.D. Mabaya Tel No: (012) 674 5822/WO2 L.J. Thubakgale Tel No: (012) 674 5845

APPLICATIONS : Department of Defence, Special Forces Headquarters, Private Bag X888, Pretoria, 0001.

POST 34/31 : **LIBRARIAN REF NO: SFL/40/34/23/03**

SALARY CENTRE : R294 321 per annum (Level 07)
: Joint Operations, South African Special Forces, 5 Special Forces Regiment, Phalaborwa, Limpopo.

REQUIREMENTS : Grade 12 (NQF L4) or equivalent with National Diploma/Bachelor's Degree in Library and Information Science/Library and Information Practices/Studies or equivalent at NQF level 6/7 (Total post school study of 3 years). Minimum of two (2) years' experience in a Library environment. Relevant experience in library services is essential. A valid driving license is required. Special requirements (Skills needed): The applicant must be computer literate, numeracy and literacy skills. Problem solving skills is essential. Must be able to show initiative and have excellent reasoning, mathematic and inter-personal abilities and have strong supervisory skills. Communication efficiency (verbal and written) in English. Ability to work independently. Must be able to obtain a secret security clearance within a year.

DUTIES : The successful candidate will be required to perform the following functions: Develop, organise and manage library services such as collection of information, recreational resources and reader information services to efficiently administrate the library resources and services at the Regiment. Developing and implementing library, information policies and services. Provision of information relating to the purchasing and identification of books to management. Provide information in many formats, including books, magazines, newspapers, audio recordings (both music recordings and audio books), video recordings, maps, photographs and other graphic material, bibliographic databases and digital resources as required by clients. Provide suggestions to library users about new books to try. Assist members with materials for research and staff papers according to their requirements. Examining publications and materials, interviewing publishers' representatives and consulting with others to select library materials. Supervising and training other library staff. Keep a budget to repair, replace or get new reading materials. Create an online database for easy access to members and staff. Research new inventory and update the database accordingly, databases and digital resources as required by clients. Managing inter-library loan systems and information networks. Manage, supervise and oversee Library Assistant

ENQUIRIES APPLICATIONS : Warrant Officer Class 1 L. Fourie Tel No: (015) 780 4210
: Department of Defence, 5 Special Forces Regiment, Private Bag X01029, Phalaborwa, 1390.

POST 34/32 : **ADMINISTRATIVE CLERK REF NO: FMD/04/34/23/06**
Financial Management Division
Chief Directorate: Finance Services
Directorate: Finance Support Services
Finance ETD Centre

SALARY : R202 233 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	: Pretoria : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Computer literate (MS Office software packages). Analytical and innovative thinking ability as well as problem solving ability. Good communication skills and good interpersonal skills. Strongly oriented towards team work, receptive toward work-related suggestion/ideas, decisive/persevering iro task finalisation. Ability to compile and draft basic reports and returns. Exposure to/knowledge of the operating and utilizing of the ETD processes in the DOD/Public service/Private sector. Ability to effectively and correctly interpret and apply policy and regulations.
<u>DUTIES</u>	: Deliver general administrative duties in order to assist in the efficient and effective management of the prescribed education, training and development function of all personnel within the Financial Management Division (Fin Div). Maintain and administering an effective internal Registry Office of all documents, reports and other related documentation in the section. Receive, registering, distributing, copying and filing of documentation for the section. Assist in arranging and managing accommodation and transport for learners, obtaining and issuing of course material and keeping of attendance register of all learners. Assisting in typing, copying and distributing course reports, name list, schedules, letter, memos and other related correspondence. Capturing of course attendance data and course results on the MILQUAL program on the PERSOL system and doing enquiries on the system. Assisting With general administration duties of the centre which includes inventory, budgeting, procurement of stock etc required by the centre for students. Keep attendance record of all personnel in the section and submitting the monthly absenteeism return.
<u>ENQUIRIES APPLICATIONS</u>	: Ms M. Wehl Tel No: (012) 674-4740 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	: Financial Management Division 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. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 34/33</u>	: <u>ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/07 (X2 POSTS)</u> Finance Management Division Chief Directorate: Accounting Directorate: Personnel Payments (S & T sub-section)
<u>SALARY CENTRE REQUIREMENTS</u>	: R202 233 per annum (Level 05) : Pretoria : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Sound reasoning, mathematical abilities. Computer literate (MS Office software package). Well-developed verbal and written communication skills. Very conscientious and motivated towards producing effective and correct work and aiming for zero defects environment. Ability to effectively function as part of a team, receptive to work related suggestions/ideas, decisive/persevering in terms of task finalization and able to effectively function under pressure. Knowledge of the calculation and processing S&T allowances, subsistence and travel allowance reconciliations, registration of file and documents, data capturing on financial systems.
<u>DUTIES</u>	: Execution of the prescribed accounting processes related to payments of benefits due to DOD personnel, S&T and allowances to DOD personnel in service, subsistence and travel allowances both domestic and foreign. Executing of the constant collaboration and communication with supervisors, management of self-discipline, data capturing on DOD accounting systems, administration of DOD payments files and related documents. Assisting in the coordination and execution of administrative related tasks.

- ENQUIRIES APPLICATIONS** : Mr J.G. Lottering Tel No: (012) 392 2417
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division 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. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
- POST 34/34** : **ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/08 (X5 POSTS)**
 Financial Management Division
 Directorate: Stores, Services and Related Payments (DSSRP)
 Finance Accounting Service Centre
- SALARY CENTRE** : R202 233 per annum (Level 05)
 : FASC Durban: Ref No: FMD/04/34/23/08A
 : FASO Mmabatho: Ref No: FMD/04/34/23/08B
 : FASC MOD: Ref No: FMD/04/34/23/08C
 : FASO Poytons: Ref No: FMD/04/34/23/08D
 : FASO Jan Kempdorp: Ref No: FMD/04/34/23/08E
- REQUIREMENTS** : Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A valid RSA or Military driver's licence. Special requirements/Skills needed: Basic knowledge of financial and accounting processes. Computer literate in MS Office software packages (Word, Excel and PowerPoint). Ability in understanding, interpreting and correctly applying financial policies and prescripts. Ability to effectively liaise and communicate with clients. Decisive and persevering in terms of task finalisation. Willing to be detached to Satellite Offices across geographical boundaries. Willing to work with cash (as cashier), in Rand and Foreign currency. Willing to assist with general administrative functions and archiving /filing/safekeeping of all accounting documentation. Basic knowledge of contract management and supply chain management process. Sound knowledge of the Public Finance Management Act and Treasury Regulations as well as knowledge of Financial Management Systems or other financial systems.
- DUTIES** : Strictly apply policies, prescriptions and regulation. Performing of cashier duties by paying out of cash advances. Receipt of State monies into the paymaster General Account (PMG). Receive cash from client and verify or correctness in terms of the purpose of the payment. Issue an official receipt. Accurate allocation of Revenue. Timely preparation and capturing of deposits on FMS and securely dispatching of deposits to the bank. Safekeeping and issuing of Face Value Documents (FVD). Archiving of Accounting documents, Safekeeping of payment and other accounting documentation for audit purposes. Utilise the Financial Management System (FMS) to regularly record all accounting transactions and do enquiries, administering of claims on the central Advance System and capturing of all related accounting transactions on FMS. Confirmation of Telkom accounts and assisting with general administration and accounting functions at the FASC. Scrutinise, verify, register and couple medical and supplier invoices for payment.
- ENQUIRIES APPLICATIONS** : Ms D.D. Nchabeleng Tel No: (012) 392 2893/2892
 : Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
- NOTE** : Financial Management Division 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. Preference will be given to, KZN Province: African males, Indian male's Indian females, Gauteng Province: African males, African females, Indian males, Indian females, Coloured males, North West Province: African males, Northern Cape Province: African males, White males, Coloured males and Persons with disabilities to all provinces.

<u>POST 34/35</u>	:	<u>ACCOUNTING CLERK: PRODUCTION REF NO: FMD/04/34/23/09 (X3 POSTS)</u> Finance Management Division Chief Directorate: Financial Services Directorate: Financial Control Services Loss Administration Section
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria Grade 12 (NQF L4) certificate with Finance/Accounting subjects. Added Advantage: Post Matric qualification in Finance/Accounting. A minimum of one year relevant experience. A minimum of one year relevant experience. A valid DOD/RSA vehicle driver's license. Special requirements/Skills needed: Basic knowledge of the processes and procedure that are followed in the administration of losses in the Public Service/Private Sector would serve as a strong recommendation. Basic knowledge of Financial Policy and the Public Finance Management Act (PFMA). Computer Literate (MS Office packages). Well-developed verbal and written communication skills with the ability to compile effective, basic reports and statistics. Ability to effectively function as part of a large team, to effectively communicate with clients from various Arms of Services, different divisions, bases and units. Able and willing to deliver dedicated and friendly client service, Persevering task finalisation with good interpersonal relationship and able and willing to operate in a shared work environment (office) with other officials of equal or more senior rank. Able and willing to initiate self-development by means of in-post training and attendance of formal courses. Team-worker, trustworthy, reliable and receptive to work related suggestions and ideas. Effective reasoning ability. Ability to correctly interpret and effectively apply financial policy and related prescripts. Ability to understand and correctly interpret loss reports and audit answer submitted by clients.
<u>DUTIES</u>	:	Assist the Finance Clerk Supervisor (FCS) and Senior State Accountant (SSA) in ensuring all administrative tasks is executed and finalises by the target dates. Maintaining the internal Registry and ensuring that all incoming and outgoing correspondence, documents and files are effectively registered, routed and filed. Checking and evaluating of loss reports, the rejection of invalid reports and referral thereof to the sections concerned. Correct allocation of files reference numbers and the opening and up-keeping of separate files for each loss report case as well as the updating of the Excel database. Manage an effective pending system and continuously report to FCS and SSA on the specific target dates. Regular compiling and submitting of all files and documentation in a neat, numerical and efficient manner.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M.L. Mabasa Tel No: (012) 392 2564 Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X 137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Financial Management Division 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. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 34/36</u>	:	<u>REGISTRY CLERK: PRODUCTION REF NO: FMD/04/34/23/10</u> Chief Directorate: Accounting Directorate: Personnel Payments Finance Management Division
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria Grade 12 certificate (NQF L4). Added advantage: A minimum of one year relevant experience in the relevant field. In the possession of a valid RSA/Military driver's licence. Special requirements/Skills needed: Reasoning and problem solving ability. Computer literate (MS Office software package). Good verbal and written communication skills. Ability to effectively function as part of a team, receptive to work-related suggestion/ideas, decisive/persevering iro task finalisation and able to effectively function under

		pressure. Disposition and aptitude towards correct effective and efficient Registry practices.
<u>DUTIES</u>	:	Assist in implementing and maintaining processes to manage and control incoming and outgoing correspondence as well as maintaining an effective filing system for correspondence, documentation and payments files in the applicable sub-section. Collecting/delivering documentation and payments files from/to section applicable. Assisting in ensuring the correct and efficient recording and storage of S&T related documentation. Render an effective filing and records management service for subsistence and travel section. Filing of files consisting of S&T claims. Distributing documents to the relevant checkers. Opening and closing of S&T files. Management of the files register (incoming and outgoing claims). Numbering of files after receiving them. Managing of the disapproval registry book. Attending to enquiries and sending clients to the relevant personnel. Assisting in the location of files that are misfiled. Filing, storage tracing and retrievals of documents and files. Handle of enquiries pertaining to S&T files. Handle of enquiries pertaining to S&T files. Making photocopies when requested. Sending and receiving faxes when requested to do so.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J.G. Lottering Tel No: (012) 392 2417
	:	Applications must be submitted to: Financial Management Division, DFSS, Career Management Section, Private Bag X137, Pretoria, 0001 or applications may be hand-delivered to: Department of Defence, Poynton building, 195 Bosman Street, Pretoria where it must be placed in wooden post box number 5 at Reception. Note: Please use reference number not post number.
<u>NOTE</u>	:	Financial Management Division 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. Preference will be given to African males, African females, White males, India males, Coloured males, Coloured females and Persons with Disabilities.
<u>POST 34/37</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION (DOCUMENTATION & REPOSITORY PROCESSING) REF NO: CMIS/36/34/23/02 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05)
	:	Department of Defence, Command and Management Information System. Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.
<u>REQUIREMENTS</u>	:	Minimum Grade 12 (NQF L4) or equivalent. Special Requirements (Skills needed): Good interpersonal relations skills, proficiency in English, verbal and written, communication skills, problem solving, planning and organization skills. Computer skills relation to the use of MS Office applications.
<u>DUTIES</u>	:	General administration related tasks in the office environment and/or Office of the Director (if Applicable). Perform secretarial duties and to act as the nodal point for Office Administration in the Directorate and Formation which includes the following tasks: Handling incoming post, the distribution of registry files and management of the daily filing system, faxing of correspondence, planning and coordination the movement of personnel in the Directorate both locally and nationally (include visits abroad), diary coordination for the Director (where applicable). Handling incoming calls and taking messages, travel arrangements for personnel in the Directorate, update notice board in and out strength, compiling agendas and minutes and do the distribution to the members of the forum and do filing, typing of general correspondence and managing the day to day activities in the office environment and/or office of the Director (where applicable).
<u>ENQUIRIES APPLICATIONS</u>	:	W01 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli Tel No: (012) 649 1444
	:	Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
<u>CLOSING DATE</u>	:	16 October 2023
<u>POST 34/38</u>	:	<u>ADMINISTRATION CLERK: PRODUCTION (ARCHIVES) REF NO CMIS/36/34/23/03</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05)
	:	Department of Defence, Command and Management Information System Eco Glades 1, 70 Ribbon and grass street, Eco Park, Centurion.

- REQUIREMENTS** : Minimum Grade 12 NQF L4) or equivalent. Special Requirements (Skills needed): Good interpersonal relations skills, proficiency in English, verbal and written, communication.
- DUTIES** : Administrative duties related to receiving new DOD Archive collections, Executive administrative duties related to processing DOD archive collections, Executive administrative duties related to the preservation of DOD archive collections. Administrative duties related to the provision of access to DOD archives collections. Executive administrative duties related to the digitalisation of DOD archives collections. Digitise records and perform basic image enhancement techniques. Handling incoming post the distribution of registry files and management of the daily filing system. Correct transfer list and Compile archival indexes.
- ENQUIRIES** : W01 S.A. Mc Master Tel No: (012) 649 1458 or Ms K.S. Mopeli Tel No: (012) 649 1444
- APPLICATIONS** : Department of Defence, Command and Management Information System Division, Private Bag X161, Pretoria, 0001 or you may hand deliver to Eco Glades 1, 70 Ribbon and Grass Street, Eco Park, Centurion, 044.
- CLOSING DATE** : 16 October 2023

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** : 09 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 successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

- POST 34/39** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/10/600**
(Re-advert, all applicants who previously applied are encouraged to re-apply)
- SALARY** : R527 298 per annum
- CENTRE** : Labour Centre: George
- REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
- DUTIES** : Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID

legislation and services. Manage human, financial and physical resources of the section.

ENQUIRIES : Mr. Q Bowman Tel No: (021) 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 34/40 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/601**

SALARY : R424 104 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) tertiary qualification in Public Administration/ Public Management / Business/ Business Administration/ Business Management / Development Studies/ Social Science. Valid driver's license. 4 years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development / Entrepreneurial and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries, Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation, implement information management system and ensure the records in the section are maintained, conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Mr. Q Bowman Tel No: (021) 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 34/41 : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/09/02**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R359 517 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three-year qualification in Financial Accounting/BCOM Accounting/Accounting/BCOM LAW/ BCOM in Commerce. 1-2 years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Diseases Act (COIDA). OHS Act and Regulations. Public Service Act. Public Service Regulation. Public Financial Management Act (PFMA). Skills: Facilitation. Planning and organising. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

DUTIES : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct advocacy in relations to COIDA. Enforce compliance. Supervise the resources with the section.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 34/42 : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: HR4/4/09/03**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R359 517 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year qualification in Labour Relations Management/BCOM Law/LLB/Internal Auditing. A valid driver's license. Two (2) years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service

- Ac and regulations, OHS Act and Regulations, COIDA. Skills: Facilitation, Planning and organising, Computer literacy, Problem solving, interviewing skills, Communication written and verbal, Interpersonal, Innovation, Analytical, Research, Project Management.
- DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resource within the Unit.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/43** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/867 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Provincial Office: Bloemfontein Free State
: Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. Valid driver's Licence, Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.
- DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIS & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.
- ENQUIRIES APPLICATIONS** : Mr R Cornelissen Tel No: (051) 505 6324
: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
: Sub-directorate: Human Resources Operations, Free State
- FOR ATTENTION** :
- POST 34/44** : **SENIOR PRACTITIONER: ACCOUNTS RECIEVABLE REF NO: HR4/4/09/06**
Re-advert, applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Mmabatho Provincial Office
: Grade 12. Three years' tertiary qualification in Accounting/ Finance. Two-years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Listening skills, Time Management, Analytical skills, Numeracy, Computer literacy, Verbal and written communication skills, Interpersonal.
- DUTIES** : Provide accounts receivable and revenue collection services. Render debt recovery services in the province. Maintain the Overpayments Debtors Record. Supervise resources (Human, Finance, Equipment/Assets) in the section.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/45** : **SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/05/02**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Provincial Office, but stationed at Pretoria Labour Centre, Gauteng
: Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' experience in accounts receivable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions

Act (UICA), Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy
DUTIES: Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/ Assets) in the section.

ENQUIRIES : Mr N Pillay Tel No: (012) 309 5059
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 34/46 : **CLAIMS ASSESSOR REF NO: HR4/4/09/07**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and functions. Compensation Fund Value chain and processes. Relevant Fund policies and procedures. Customer Services. COID Services. Risk Tariffs. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund operating system. Data Capturing. Data and Record Management. Telephone skills and Etiquette. Planning and Organising. Analytical thinking. Problem solving and decision making.

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

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 34/47 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/7/159**

SALARY : R294 321 per annum
CENTRE : Provincial Office Mpumalanga
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management. Duties: Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

ENQUIRIES : Mr. AMP Mampuru Tel No: (013) 655 8900
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Witbank, 1035 or hand deliver at Corner of Hoffmeyer and Beauty Avenue, Labour Building.
FOR ATTENTION : Sub-directorate Human Resource Management, Provincial Office: Mpumalanga

POST 34/48 : **UI CLAIMS OFFICER REF NO: HR4/4/09/04**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12. 0-6 months' working experience. 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.

- DUTIES** : 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 prescripts. Execute the payment of approved claims as per the set time 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.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/49** : **MEDICAL ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3) (X2 POSTS)**
Re-advert, applicants who previously applied are encouraged to re-apply.
- SALARY** : 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)
- CENTRE** : Labour Centre: Mafikeng Ref No. HR4/4/09/08 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/09/09 (X1 Post)
- REQUIREMENTS** : 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 & **Grade 3:** 20 years above 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/50** : **CLIENT SERVICE OFFICER: UI REF NO: HR4/4/5/60**
- SALARY** : R241 485 per annum
- CENTRE** : Pietermaritzburg Labour Centre
- REQUIREMENTS** : Grade 12/ Matric Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care, Departmental policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal skills, Telephone etiquette, Team player, Innovative, Dedicated and Assertive.
- DUTIES** : Process applications for UI benefits. Provide screening services. Provide capturing services for applications of UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Mr M September Tel No: (033) 341 5300
: Deputy Director: Provision Operations: P/Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 34/51 : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: HR4/4/09/05**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R202 233 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12/ Senior Certificate or Equivalent. No experience required.
Knowledge: National Archive Act. Act. Public Service Regulation. Public Service Act. Public Finance Management Act. Record Management Act. Skills: Communication Listening. Computer literacy. Interpersonal. Time Management. Planning and Organizing.

DUTIES : Provide registry counter services. Handle incoming and outgoing correspondence. Render effective Filing and record management services. Process documents for archiving/disposal.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT

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

- APPLICATIONS** : May be forwarded to the Director-General, Department of Forestry, Fisheries and the Environment, 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
- FOR ATTENTION** : Human Resources Management
- CLOSING DATE** : 13 October 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae 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 and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants prior to appointment. The course is available through the NSG under the name "Certificate for entry into SMS" (full details are available at: <https://www.thensg.gov.za/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.
- ERRATUM:** Kindly note that the following post advertised in Public Service Vacancy Circular 33 dated 15 September 2023, Control Environmental Officer: Persistent Pollutants Management Grade A(OSD) with Ref No: (CMW05/2023), the Requirements has been amended as follows: An appropriate recognized four-year Degree qualification or equivalent qualification in chemistry, natural, engineering or environmental sciences plus at least six(6) years post qualification relevant experience in chemicals management. The closing date of the post is extended to 16 October 2023.

MANAGEMENT ECHELON

- POST 34/52** : **MEDICAL DOCTOR: ANTARCTICA REFNO: OC 18/2023**
(Approximately 15 Months Contract)
- SALARY** : R1 162 200 per annum, (all-inclusive package)
- CENTRE** : Antarctica
- REQUIREMENTS** : In possession of a relevant medical qualification recognised to practice as a General Practitioner in South Africa. At least 5 years of experience and registered with the medical board HPCSA or similar authoritative body. Must have practical experience in, and/or be able to respond to, the following fields. General Medicine, Dermatology, Ophthalmology, ENT, Psychiatry and Mental Health Counselling. Secondary areas include: Emergency Management, Anaesthetics and Intensive Care, Basic Surgery, Orthopaedics, Obstetrics and

Gynaecology, Occupational and Industrial Medicine, Dentistry, Radiography, Physiotherapy and Sports Medicine. Training may be provided in some of these areas before departure. Applicants must provide proof of registration as a medical practitioner and details of any suspensions or other actions from relevant medical registering bodies.

DUTIES

: The Medical Doctor will be the sole medical practitioner to provide complete generalist medical, surgical and emergency dental care, to about 12 expedition members for up to 15 months, at SANAE Base in Antarctica. This station accommodates about 12 people in winter and about 40 during summer (December to March). He/She will also be required to render occupational medicine, nutrition, preparation of first-aids kits, inventory control of pharmaceuticals and equipment. Medical support includes remote support from South African Military Health Service. Additionally he/she will provide instruction and advice to fellow expeditioners on matters of health, medical procedures and first-aid. Preparation of monthly and annual reports, do stock-takes to order supplies and equipment and do other common "non-medical" duties performed by expedition members. Should the incumbent present a befitting profile, he/she could be nominated as the team leader of the expedition. The successful incumbent will be required to perform the role of the onboard ship doctor en-route to Antarctica including pre-departure preparations. During this period the Doctor will need to undergo the requisite training provided and comply with all policies and regulations governing the ship's crew.

ENQUIRIES
NOTE

: Ms C Phamoli Tel No: (021) 405 9423
: The incumbent will execute duties at a Sub/Antarctic Base and adhere to the health, safety and environmental requirements. The successful applicant will spend a full year (December 2023 to February 2025) at SANAE base. There is no option to return to South Africa before February 2025. The ability to work and live with small groups of people is thus essential. Although the base is well-equipped with e-mail, fax and satellite telephone facilities, the applicant has to be self-sufficient and self-motivated. The location may affect both the physical and mental well-being of the incumbent, their family and close relationships. Candidates must be physically fit, mentally strong and prepared for physically challenging and satisfying work. In addition, the successful candidates may often be called upon to work long hours in extreme conditions on duties unrelated to their function. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment. Appointment to these positions is subject to a rigorous medical examination as well as psychometric assessment, which will be arranged for at no cost to the applicants.

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Coastal KZN Technical Vocation Education and Training College)
Coastal KZN Technical Vocation Education and Training College is an Equal opportunity employer
inviting applications from suitable experienced applicants for these permanent posts.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 10 October 2023
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview and practical assessment (in respect of the Assistant Director post) within 60 days of the closing date should consider their application unsuccessful.

OTHER POSTS

- POST 34/53** : **ASSISTANT DIRECTOR (SL09): OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CAO 16/2023**
(Re-Advertisement)
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Central Admin Office (Coastal KZN TVET College)
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management / Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. A certificate on advanced management development program will be an added advantage. Recommendations: Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, Computer literacy, analytical, client oriented, project management, team leadership, planning and organizing, people management.

<u>DUTIES</u>	:	Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the College including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents and supporting for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safety kept. Prepare all presentations, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services. Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into inputs (good and services).
<u>ENQUIRIES</u>	:	RK Ramdev HR Unit Tel No: (031) 905 7000
<u>POST 34/54</u>	:	<u>SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: CAO 17/2023</u> (Re-Advertisement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Central Admin Office (Coastal KZN TVET College) Grade 12 certificate or equivalent. A recognised Degree or three-year National Diploma (NQF Level 6) in Internal Audit/ Accounting or equivalent/related qualification. A post graduate qualification in the relevant field/s will be an advantage. Minimum of 5 years' experience in Quality Management System/internal Auditing/Risk Management/ISO training and a minimum of 2 years' supervisory experience. Knowledge: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: CET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.
<u>DUTIES</u>	:	Render Internal Audits services to the college. Action the developed internal audit scope, criteria, roles and responsibilities, audit schedule and relevant tools for future internal audits. Conduct internal audit Raise non-conformances and list recommendations. Generate audit reports. Submit audit reports to the Internal Auditor. Distribute final audit report to the Principal, Departmental Managers and Campus Managers, where appropriate, for further action. Raise non-conformances during the internal audit and inform all process owners to

closeout all pending non-conformances before or on due date. Conduct customer satisfaction surveys for the college. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Schedule and conduct management reviews for the college. Prepare needed data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per MR minutes. Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement. Use management reviews as an opportunity to improve service delivery. Assist in preparing and conducting SABS surveillance Audits/ Recertification Audits for the college. Prepare campuses and departments at central office for surveillance/ recertification audits. Apply recommendations made in the audit report to improve service delivery. Provide administrative duties and adhere to policies. Compile and submit reports on QMS to internal and external stakeholder. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

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 dohs@ursonline.co.za
<u>CLOSING DATE</u>	:	09 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 34/55</u>	:	<u>DIRECTOR: HUMAN SETTLEMENTS PROGRAMMES AND PROJECTS MONITORING REF NO: DOHS/42/2023</u> Branch: Entities Oversight, IGR, Monitoring and Evaluation Chief Directorate: Sector Information Management System (IMS) & Performance Monitoring and Evaluation Directorate: Human Settlements Programmes and Projects Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 162 200 per annum (Level 13) Pretoria Candidates should be in possession of Matric/Gr 12 or equivalent; Bachelor's degree/ Advanced Diploma in in Social / Economic Science/ Built Environment (NQF level 7) or any other relevant qualifications as recognised by SAQA. Minimum experience: 5 years' relevant experience at middle/senior management level. Knowledge and understanding of the Housing Legislative framework as well as Prescripts, Policies and Practices relevant to the Housing Sector. Good problem-solving skills coupled with strategic capacity, leadership and planning. Knowledge and understanding of financial prescripts and practices as well as financial management skills and the application of Treasury Regulations. Knowledge of Programme monitoring and evaluation guidelines, processes and procedures, Research and development. Knowledge and understanding of statistical analysis packages such as STATA/ SPSS/ SAS / MS Excel and other relevant data analysis software. Understanding the importance of people management and empowerment and

time management. Knowledge and understanding of Service Delivery models. Practical experience in programmes monitoring, research and analysis. The successful candidate must be focused on results and quality management. Planning and organising skills as well as creative and innovative will be an added advantage. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course (certificate is submitted prior to appointment). The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

DUTIES

: The successful candidate will be expected to: Monitor the implementation and performance of the National Human Settlements policies, programs, projects, and priorities financed through the Human Settlements Development Grant (HSDG). Verification of quarterly reported performance of running projects financed through the HSDG. Collation of data and report on Medium Term Strategic Framework (MTSF) performance. Manage resources allocated to the Directorate.

ENQUIRIES

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

NOTE

: Female candidates and people with disabilities are encouraged to apply

NATIONAL TREASURY

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



CLOSING DATE : 09 October 2023 at 12:00 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 qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. Note: The National Treasury reserves the right not to fill the below-mentioned posts or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

**INTERNSHIP PROGRAMME 2024
 PERIOD: 36 MONTHS**

OTHER POSTS

POST 34/56 : **PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)**
 Chief Directorate: Admin. Services
 Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.

STIPEND : R241 485 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Accounting/Economics
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

POST 34/57 : **PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)**
 Chief Directorate: Economic Services
 Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.

STIPEND : R241 485 per annum, (all-inclusive)
CENTRE : Pretoria
REQUIREMENTS : BCom/Honours Economics/Public Finance
ENQUIRIES : enquiries only: erecruitment@treasury.gov.za
APPLICATIONS : <https://erecruitment.treasury.gov.za/eRecruitment>

<u>POST 34/58</u>	:	<u>PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Education & Related Departments Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours Economics/Development Economics/ Development Finance/Honours Public Policy.
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/59</u>	:	<u>PUBLIC FINANCE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Health & Social Development Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours Economics/Honours Public Administration
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/60</u>	:	<u>BUDGET OFFICE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: International Development Co-operation Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours Internal Audit/Risk Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/61</u>	:	<u>BUDGET OFFICE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Public Finance Statistics Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics/Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/62</u>	:	<u>BUDGET OFFICE INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Fiscal Policy Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BSc Honours Statistics/Mathematics/BCom Honours Econometrics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/63</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X3 POSTS)</u> Chief Directorate: Local Government Budget Analysis Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Accounting/BTech Financial Accounting BCom Informatics/BCom Honours Accounting BCom Economics/Bachelor/Honours Public Administration
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/64</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Neighbourhood Development Partnership Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Internal Audit/Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/65</u>	:	<u>INTEGOVERNMENTAL RELATIONS INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Provincial Budget Analysis Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/Advanced Diploma/BCom/Honours Accounting/Financial Accounting/Financial Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/66</u>	:	<u>ECONOMIC POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Modelling & Forecasting Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours/Masters Economics/Econometrics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/67</u>	:	<u>TAX & FINANCIAL SECTOR POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Sector Development Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Honours/Masters Economics/BCom Honours Finance
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/68</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Multilateral Development Banks Concessional Finance Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Economics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/69</u>	:	<u>INTERNATIONAL & REGIONAL ECONOMIC POLICY INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X2 POSTS)</u> Chief Directorate: Global & Emerging Markets Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Honours Economics BCom Finance/ Development Economics/ Masters Economics/Public Policy/International Relations/International Law
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/70</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Operations Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BCom/Honours Accounting/Financial Management/Investment Management/Economics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/71</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Governance & Financial Analysis Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Law/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/72</u>	:	<u>ASSET & LIABILITY MANAGEMENT INTERN REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Strategy & Risk Management Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Accounting/Economics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/73</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Management – Budgets & Internal Control Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Accounting/Cost & Management Accounting/Financial Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/74</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Management – Public Entities Oversight Unit Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Finance/Accounting/Bachelor Business Science Finance
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/75</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Financial Management – Supply Chain Management Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Supply Chain Management/Logistics/Public Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/76</u>	:	<u>CORPORATE SERVICES REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Information Communication & Technology Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BTech/BSc Honours Information Technology/Computer Science
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/77</u>	:	<u>OFFICE OF THE CHIEF PROCUREMENT OFFICER REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: SCM Policy & Legal Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Law/LLB/Bachelor Public Administration.
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/78</u>	:	<u>OFFICE OF THE CHIEF PROCUREMENT OFFICER REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: SCM Governance, Monitoring & Compliance Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Supply Chain Management/BCom Law
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/79</u>	:	<u>OFFICE OF THE CHIEF PROCUREMENT OFFICER REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Transversal Contracting Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BCom/Honours Supply Chain Management/Logistics
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/80</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X2 POSTS)</u> Chief Directorate: Accounting Support & Reporting Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom/Accounting/Financial Management BCom Honours Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/81</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Governance Monitoring & Compliance Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Public Finance/Accounting/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/82</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: MFMA Implementation Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Law/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

<u>POST 34/83</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Specialised Audit Services Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Informatics/Information Systems/Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/84</u>	:	<u>OFFICE OF THE ACCOUNTANT GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Technical Support Services Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Accounting
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/85</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X2 POSTS)</u> Chief Directorate: Internal Audit Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Diploma/BTech/BCom Internal Audit /BCom Accounting/Risk Management
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/86</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Risk Management Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	BCom Risk Management/Internal Audit/Law/LLB
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment
<u>POST 34/87</u>	:	<u>OFFICE OF THE DIRECTOR GENERAL REF NO: INTERNSHIP PROGRAMME 2024 (X1 POST)</u> Chief Directorate: Strategic Projects Monitoring & Evaluation Purpose: Our 36-month internship programme offers graduates opportunities to enhance skills and gain valuable work experience to complement their qualifications.
<u>STIPEND</u>	:	R241 485 per annum, (all-inclusive)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor/Honours Public Administration/Business Administration
<u>ENQUIRIES</u>	:	enquiries only: erecruitment@treasury.gov.za
<u>APPLICATIONS</u>	:	https://erecruitment.treasury.gov.za/eRecruitment

**CHARTERED ACCOUNTANTS' ACADEMY (CAA) 2024
(36 Months)**

- APPLICATIONS** : To apply: Send your application form available on <https://www.treasury.gov.za/graduate/default.aspx> Grade 12 certificate, full official academic record, and your South African ID to: caa@treasury.gov.za
- CLOSING DATE** : 09 October 2023 at 12:00 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. 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.

OTHER POST

- POST 34/88** : **CHARTERED ACCOUNTANTS ACADEMY REF NO: CHARTERED ACCOUNTANTS ACADEMY 2024**
Division: Office of The Accountant-General
Training Programme: Candidates are invited to apply for the programme and will be exposed to the public sector with a view to meeting the skills shortage in the sector. Trainees will have an opportunity to be on the cutting edge of financial management transformation and be part of policy development initiatives while developing technical and professional competencies.
Purpose: The National Treasury's Chartered Accountants Academy offers a three-year full-time training contract that will provide trainees with an opportunity to develop the Professional Values, Attitudes and Acumens (PVAA) proficiency in pursuance of the Chartered Accountancy CA (SA) profession.
- STIPEND** : R424 104 per annum, (all-inclusive)
- CENTRE** : Pretoria, Johannesburg, Cape Town & Durban
- REQUIREMENTS** : Certificate in the Theory of Accounting (CTA) or equivalent qualification that meets SAICA requirements to write Initial Test of Competence (ITC) in January 2024. Candidates who are in the process of completing CTA or doing final year of equivalent qualification can apply. Proof of academic results.
- DUTIES** : Key learning areas to be clarified by various units where the successful trainees will be placed.
- ENQUIRIES** : caa@treasury.gov.za

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (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.
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** : 09 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 34/89 : **ASSISTANT DIRECTOR: ICT SYSTEMS ANALYST REF NO: 2023/327/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three-year National Diploma/Degree in Information Systems/Technology/Computer Science or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of three (3) years' experience in Systems Analysis. A minimum of three (3) years' experience in Software Applications support. A valid driver's license. Skills and competencies: Design, build, test, execute system development projects. Development of technical specifications. Maintain and support existing systems. Develop and maintain new IT systems. Management of the departmental Web systems/Portals. Extensive knowledge of Website development, support and management. Technical knowledge and skills of at least five (5) of these technologies: HTML; Joomla; WordPress; CSS; JavaScript, Adobe Program Suite or related. Ability to adapt to various technologies. Ability to relate business processes to systems and subsystems that support them. Ability to apply creative thinking in the design of methods for processing information with information technology systems. Understand IT Strategy, Governance, Knowledge Management and IT Governance. Ability to analyse information and situations, identify and solve problems, reason logically, and draw valid conclusions. Ability to work under pressure. Willingness to work long hours. Effective communications skills (written and verbal). Good interpersonal skills.

DUTIES : Develop and maintain new IT systems and support existing systems. Develop requirements functional / system specifications. Carry out investigations and analysis to gain full knowledge of business processes and practices of an organization. Ensure operation by training client personnel and provide support. Conduct system test plans to ensure the quality, performance and integrity of a system. Ensure the effective management of the departmental web systems/portals, i.e. SharePoint Portal and the OCJ Intranet. Develop, maintain, and update the departmental Websites and web pages following an outlined project plan, and follow best practices and standards for coding.

ENQUIRIES : Technical enquiries: Mr David Reid Tel No: (010) 493 2500/8755
HR Related enquiries: Mr. A Khadambi Tel No: (010) 493 2527

POST 34/90 : **PRACTITIONER: HR PLANNING AND OD REF NO: 2023/328/OCJ**

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

CENTRE : National Office: Midrand

REQUIREMENTS : Matric certificate and a three (3) years' National Diploma/Degree in Management Services/Operation Management or equivalent qualification at NQF level 6 (360 credits) as recognized by SAQA. A minimum of two (2) years' experience in aspects of OD, Change Management and HR planning and willingness to travel. Skills and Competencies: Knowledge and experience in the application of the provisions of the relevant legislation in the Public Service Management services techniques. Policy analysis and interpretation. Computer Literacy in MS programmes, Org plus, Viso and Evaluate system. Project management. Service Delivery innovation. Knowledge of OrgPlus. Problem Solving and Analysis. People management and empowerment. Client orientation and customer focus Communication. Initiative and innovative driven. Report writing skills. Presentation skills. Ability to work independently and in a team. Self-management and the ability to communicate professionally. Hard working: Proactive and creative. Ability to work under pressure. Attentive to detail.

DUTIES : Conduct work study investigations. Gather and analyse relevant information for investigation. Develop and review job descriptions. Conduct job analysis. Conduct job evaluation process. Conduct benchmarks for job evaluation. Implement Change Management strategies. Conduct analysis for change management. Render Human Resource Plans. Develop and review the structure. Monitor and review HR Plans. Coordinate HR Planning activities. Update project dashboard. Render organization development administrative duties.

- ENQUIRIES** : Technical enquiries: Ms N Mopeli Tel No: 010 493 2500
HR related enquiries: Mr A Khadambi Tel No: (010) 493 2527
- POST 34/91** : **SECURITY OFFICER REF NO: 2023/329/OCJ**
- SALARY** : R147 036 - R 170 958 – R170 598 per annum. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Matric Certificate or National Certificate (Vocational) recorded on the National Learner Record Database at NQF level 4; Be a South African Citizen; Registration with the Private Security Industry Regulatory Authority (PSIRA); Be in possession of at least a Grade C security certificate; Must have no criminal record or pending criminal / departmental cases; Not declared unfit to possess a fire-arm, A minimum of five(5) years' relevant experience; Skills and Competencies: Good verbal communication skills Good work ethic Interpersonal skills Good communication (verbal and written);Problem solving and decision making skills; Interpersonal Relations; Teambuilding People management skills; Analytical thinking skills; Computer literacy; Planning, Organizing and Controlling skills.
- DUTIES** : Checking of parcels and equipment leaving the building to ensure that there is an authorised removal letter included. Monitor cameras and alert management to any security risks Monitor compliance by outsourced security service in terms of postings, security equipment and security compliance in terms of the SLA; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Patrol buildings and fenced off areas; Guard vehicles and equipment; Ensure safekeeping of office/storeroom keys and report any losses, damages or theft; Authorize entry in to the premises to employees; Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel. Perform any other duties assigned to you by the Supervisor/Court Manager.
- ENQUIRIES** : Technical related Enquiries: Ms. V Noah Tel No: (021) 469 4038
HR related Enquiries: Ms. M Baker Tel No: (021) 469 4038

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



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

OTHER POST

- POST 34/92** : **OUTCOME ASSISTANT: ECONOMY REF NO: 42/2023**
CD: Economy & Infrastructure
- SALARY** : R527 298 per annum (Level 10), plus benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : A minimum of a relevant 3 year tertiary qualification (NQF 6) in the area of Economics, Public Administration or related fields with at least 5 years

appropriate experience as an economist (M&E experience preferable) or related fields and 2 years at supervisory level. Should possess high level skills in: report writing, project management, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem-solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies.

DUTIES

: The successful candidate will be responsible to provide support to the Outcomes Facilitator: Economy to the MTSF process. This entails supporting the developing, reviewing and implementing of sector specific planning of the MTSF and NDP and prepare first draft reports; Provide support in undertaking and coordinating of sector specific research and support the implementation of the Socio-economic Impact Assessment System. (SEIAS). Provide support in the monitoring, evaluation and conducting of periodic reviews of sector specific performance. Assist in formulating intervention strategies and report accordingly and provide technical advice and support to governance structures and stakeholders. Render administrative support to the Outcomes Team in the execution of their duties. Support and form part of Presidential and Executive M&E interventions teams, undertaken by the Special Projects. Ensuring the Directorate's statutory responsibilities in terms of the Public Finance Management Act (PFMA) are adhered to and ensuring effective and efficient Human Resources planning, business/operational and performance annual planning as well as management of procurement within the Directorate and ensuring sound corporate governance mechanisms for the Directorate.

ENQUIRIES

: Mr M Lehong Tel No: (012) 312-0540

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 13 October 2023 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 34/93 : **CHIEF ENGINEER GRADE A: CIVIL REF NO: 2023/382**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : At least a BSc or BEng in Civil Engineering Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in

various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.). (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Ms T Kolele Tel No: (021) 402 2063
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 34/94 : **CHIEF ENGINEER GRADE A: STRUCTURAL REF NO: 2023/383**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : At least a BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects.

Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

**ENQUIRIES
APPLICATIONS**

: Ms T Kolele Tel No: (021) 402 2063
 : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION

: Ms. C Rossouw

POST 34/95

: **CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2023/384**

SALARY

: R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

**CENTRE
REQUIREMENTS**

: Cape Town Regional Office
 : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Project Management; Electrical Engineering. Project Management; Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

DUTIES

: Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting

and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised electrical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

**ENQUIRIES
APPLICATIONS**

: Ms. T Kolele Tel No: (021) 402 2063
 : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION

: Ms. C Rossouw

POST 34/96

: **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2023/385**

SALARY

: R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

**CENTRE
REQUIREMENTS**

: Cape Town Regional Office
 : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Project Management; Mechanical Engineering. Project Management; Mechanical Engineering. Mechanical Engineering best practice; Project Management; Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.

DUTIES

: Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human

resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

ENQUIRIES : Ms. T. Kolele Tel No: (021) 402 2063
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
FOR ATTENTION : Ms. C Rossouw

POST 34/97 : **CHIEF ENGINEERS GRADE A: CIVIL REF NO: 2023/386 (X2 POSTS)**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : At least a BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Mr M Ramushu Tel No: (012) 406 2109
APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 34/98 : **CHIEF QUANTITY SURVEYOR: GRADE A REF NO: 2023/387**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town regional Office

REQUIREMENTS : B Degree in Quantity Surveying or equivalent. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Relevant experience: Six years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Incumbent should be proficient in technical consulting and technical report writing. Must be able to draw up Bill of Quantities, submitting payment certificates and budget control of projects. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Appropriate and good understanding of all relevant legislation and construction industry contracts. Good human relations. Good and oral written communication skills. Knowledge of Public Finance Management Act, Occupational Health and Safety Act, Supply chain management, Contract Management. Applied knowledge of all Built environment legislations/regulating requirements. A valid driver's license and the ability/willingness to travel.

DUTIES : Provide technical support to Project Managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections. Inspect existing buildings to ensure that the state property is sensibly utilized and not wasted. Perform final review and approval or audits on new architectural designs according to design principles, Set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on architectural related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve architectural fee accounts of consultants. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms T Kolele Tel No: (021) 402 2063

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

FOR ATTENTION : Ms. C Rossouw

POST 34/99 : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2023/388**
(People with disabilities are encouraged to apply)

SALARY : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology. Minimum relevant working experience in property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143 / (012) 406 2043

APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 34/100 : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (DEFENCE & SOCIAL CLUSTERS) REF NO: 2023/389**
(Re-advertisement, applicants who applied previously are encouraged to reapply)

SALARY : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate and Property Management. Appropriate experience in Asset (immovable) Management/ Property Management or Facilities Management. Relevant management experience. Knowledge: Asset (immovable) Management. Property Management. Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Treasury regulations. Property related legislations. Project management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation skills. Report writing. Feasibility analysis. Analytical thinking. Good communication skills. Interpersonal skills. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.

DUTIES : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assist with the development and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Assess the performance (i.e. physical/ functional, financial and utilisation) of state-owned facilities and recommend possible intervention measures. Prioritise investment solutions in line with life cycle asset (immovable) management principles. General management of immovable assets under the custodianship of the Department of Public Works and Infrastructure (DPWI). Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the unit/ section.

ENQUIRIES : Ms. C Maseloane Tel No: (012) 406 1908

APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms. NP Mudau

POST 34/101 : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2023/390**
(24 Months Contract)

SALARY : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology. Minimum relevant working experience in property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation

Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143 / (012) 406 2043
APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau
NOTE : People with disabilities are encouraged to apply.

POST 34/102 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2023/391**

SALARY : R527 298 per annum
CENTRE : Mthata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial, Public Administration, Marketing, Real Estate Management or Built Environment. Extensive experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA), Works Control System (WCS). Property Management Information System (PMIS) & ARCHIBUS, Public Finance Management Act (PFMA), Treasury Regulations, User Asset Management Plans, Custodian Asset Management Plans (CAMP). Knowledge of Infrastructure Management Development System (IDMS), Built Environment, Programme, Projects Property and Facilities Management, Construction Regulations, Occupation Health and Safety, Financial Administration, Procurement Processes and System. Specific knowledge of the Correctional Service Portfolio will be an advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirement. Valid Driver's licence and be prepared to travel to attend official duties outside the office. Skills required: Planning, Organisational, Interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.), Client relations. Provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Disputes resolution and conflict management. Management of performance management development systems.

DUTIES : Assist with the management and alignment of the accommodation portfolio of DOJ, DCS & Others. Verify and issue Procurement Instruction to ensure that it is in line with client's requirements. Assess and analyse accommodation requirements. Liaise with DOJ & CD, DCS & Others regarding leasing portfolio management, facilities management and maintenance. Co-ordinate and chair meetings and taking minutes of meetings with external and internal Clients (Forums). Ensure that all meeting logistics are properly coordinated. Develop tracking matrix to track progress on clients meeting resolutions. Conduct client satisfaction surveys to evaluate client satisfaction. Conduct client courtesy visits. Liaise with internal and external stakeholders. Assist clients to request funding for their accommodation needs. Prepare client specific quality monthly reports on Leasing, Projects and Facilities Management Programs. Verify clients' reports received from executing units to ensure that they are meaningful and responsive to clients' expectations. Establish, implement and

maintain efficient and effective communication and client relationships. Attend BID specification and BID Evaluation Committee meetings to ensure that Clients' specific requirements are taken into consideration during Bid Specification stage. Request technical reports, estimate and feasibility studies on buildings identified for Planned Maintenance (including OHS matters) and compile submissions to Property Performance Management for registration and funding for new projects on WCS. Co-ordinate the Client's needs with executing units. Assists clients with UAMP inputs to their respective Head Offices to enable them to complete U-AMP template. Attend project concept reports to ensure that client's requirements are correctly defined. Attend Projects/ leasing progress/site meetings when required to clarify User Demand Management related issues and to monitor project progress in general for reporting purposes to the clients. Provide Support and assist in monitoring the budget and expenditure levels of DOJ & CD, DCS & Others. Undertake all administrative functions required with regard to Financial and Human Resources Administration. Plan and allocate work to employees. Manage employees' performance through PMDS.

ENQUIRIES : Ms C Sotshangane Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional Office: The Regional Manager, Department of Public Works & Infrastructure Private Bag X 5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II, 5th Floor, Mthatha.

FOR ATTENTION : Ms. N Mzalisi

POST 34/103 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/392**

SALARY : R527 298 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education and Behavioural Sciences. Relevant years of experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Computer literacy, planning and organising, Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, contract management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP Officials. Provide support to Training Providers during training and claims processes.

ENQUIRES : S Simelane Tel No: (031) 314 7357
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/104 : **ASSISTANT DIRECTOR: IT PROJECT REF NO: 2023/393**

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology or Project Management with relevant working experience in project management. Knowledge and understanding of Project Management processes: PMBOK and Software Development Lifecycle Methodologies (SDLC). Must have a demonstrable MS Project experience. Skills and Competencies: Applied strategic thinking; Communication; Information management; Continuous improvement; Developing others; Diversity management; Interpersonal conflict and resolving problems; Planning and organizing; Decision making; Team leadership.

DUTIES : Assist in management of IT Projects. Registration of projects. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports.

Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for purposes of providing good services. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information Services. Ensure adequate documentation of all projects in the Project Office. Monitor changes and problems related to projects.

ENQUIRIES : T Malapela Tel No: (012) 406 1730
APPLICATIONS : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 34/105 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2023/394**

SALARY : R424 104 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Internal Audit Technician (IAT)/ Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate experience. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilise appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.

ENQUIRIES : Mr S Khomo Tel No: (012) 492 3066
APPLICATIONS : Polokwane Regional Office: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 34/106 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2023/395**

SALARY : R424 104 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Public Administration/ Auditing / Law or relevant qualification. Relevant working experience with supervisory level (salary level 7/8). Knowledge of Supply Chain Management Framework, Contract Administration, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is an added advantage. Ability to develop contract templates and service level agreements. Ability to resolve contract related disputes and provide advice on handling of contract breaches. Computer literacy in MS Office; Excellent writing, analytical, communication, presentation, and facilitation skills; Stakeholder management and understanding of government processes; Project management experience. Contract documentation audits is strongly recommended. A valid driver's license. Knowledge of infrastructure procurement will be an added advantage.

DUTIES : Facilitate, monitor, analyse and determine actions to ensure proper contract administration, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, products place, conditions, quality and price according to the contract. Monitor suppliers' performance according to the contract and service level agreement, and supervise employees to ensure an effective service delivery. Update and manage an accurate contracts register. Ensure proper implementation of the Contract Management policy. Consolidate and coordinate contracts performance reports for various projects for goods and services including infrastructure. Handle breach of contract referrals and related disputes from various units and contractors. Ensure effective management of stakeholders.

ENQUIRIES : Mrs N Ngiba Tel No: (031) 314 7151
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/107 : **CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2023/396**

SALARY : R359 517 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering, or N3 plus trade test in one of the following: Boiler Making, HVAC, Refrigeration and Lift Mechanic. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver's license. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.

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

- APPLICATIONS** : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.
- FOR ATTENTION** : Ms S Mafanya
- POST 34/108** : **SENIOR ADMIN OFFICER: TRANSPORT REF NO: 2023/397**
Re-advertisement: Applicants who applied previously are encouraged to re-apply
- SALARY** : R 359 517 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management, Business Management/ Business Administration. Relevant working experience in Transport/ Fleet management environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Excellent knowledge of applicable financial business systems. Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems. Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements. A valid driver's license. Candidates will be expected to undergo through competency test.
- DUTIES** : Management of Transport Unit. Day to day management, maintenance of fleet and other transport matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure proper completion and reconciliation of logbooks. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely approval and processing of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Attend to Service level agreement service. Ensure effectiveness of the control and flow of files and records. Willingness to work abnormal hours. Management of human resource related issues, supervision of personnel.
- ENQUIRIES** : Khanyisa Moko Tel No: (021) 402 2296
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
NOTE : People with disabilities are encouraged to apply.
- POST 34/109** : **ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2023/398 (X2 POSTS)**
- SALARY** : R294 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration/Public Management/ Project Management or relevant qualification. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Knowledge of PFMA, SCM and National Treasury Regulations. Ability to work independently. Knowledge of WCS would be an advantage.
- DUTIES** : Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Render general/clerical support services to the component. Administer secretarial and logistical support services. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.
- ENQUIRIES** : Mr. D Fortuin Tel No: (021) 402 2013

- APPLICATIONS** : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- POST 34/110** : **ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/399**
Re-advertisement: Applicants who applied previously are encouraged to re-apply.
- SALARY** : R220 533 per annum, (OSD Salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Trade Test in Bricklayer in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. Relevant experience is required. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
- ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr.T Mudau Tel No: (021) 402 2333.
- APPLICATIONS** : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
- FOR ATTENTION** : Ms. C Rossouw
- POST 34/111** : **ADMINISTRATIVE CLERK: PROGRAMME MANAGEMENT OFFICE (PMO) REF NO: 2023/400 (X2 POSTS)**
(36 Months Contract)
- SALARY** : R202 233 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12/ Senior Certificate. No previous experience required. Willing to adapt work schedule in accordance with office requirements. Experience in programme management office will be an added advantage. Knowledge: Wide range of office administrative tasks. Good telephone etiquette. Demonstrative computer literacy. Relevant legislation. Basic financial administration. Skills: Advanced communication (verbal and written) Sound organisational skill. Good people skill. Language skills. Ability to communicate well with people at deferent levels. Basic numeracy. Interpersonal skills. Office administration and organisational skills. Planning and organising. Ability to act with tact and discretion. Personal Attributes: People orientated. Hard working. Resourceful. Self-motivated. Trust worthy. Creative.
- DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide procurement support services: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Oversee and co-ordinate movement of furniture. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the

component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Control expenditure allowed variance.

ENQUIRIES APPLICATIONS : Mr S Mdakane Tel No: (012) 406 1282

FOR ATTENTION : Head Office: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

POST 34/112 : Ms NP Mudau

SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/401
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Cape Town Regional Office
: A Senior Certificate/Grade 12 or equivalent qualification. Relevant working experience in Movable Asset Management. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Asset Management Framework, Financial systems (LOGIS). Computer literacy (MS Word, Excel, Access and Outlook). Strong analytical, and interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of Logis and Bas systems (Asset Management Functions). A valid driver's license.

DUTIES : Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with regard to updating of inventories. Updated and compliant asset register. Liaise regarding movable assets order. Capture balance adjustments for surplus and shortages.

ENQUIRIES APPLICATIONS : Ms N Pikoli Tel No: (021) 402 2358
: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 34/113 : **ADMIN CLERK: MOVABLE ASSETS MANAGEMENT REF NO: 2023/402 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Durban Regional Office
: Senior Certificate/ Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office Administration; Procurement policies; Reporting procedures; Financial systems (LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. Skills: Effective communication. General office management. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Valid driver's licence will be an added advantage.

DUTIES : Provide admin support in the acquisition Management:- Verification of ICN and Item codes. Follow up on outstanding Orders (assets), Verification of the receipt for correctness, quantity and quality upon delivery, receiving of assets on LOGIS, Effective and Efficient administration of Movable Asset Register and updating inventory control sheet. Facilitate physical movements of assets and update the spot checks of assets. Conduct annual assets verification. Investigate surpluses and shortages, and Capture balance adjustments. Creating and maintaining of custodians of Inventory. Book in & out of assets for repairs. Bar-coding of assets; updating the asset register; maintain an asset document filling system. Assist with preparation of asset for disposal.

ENQUIRIES APPLICATIONS : Mr A Madyantyi Tel No: (031) 3147139
: Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/114 : **ADMINISTRATION CLERKS: SUPPLY CHAIN MANAGEMENT REF NO: 2023/403 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Durban Regional Office
: Senior Certificate/Grade 12 or equivalent qualification with related experience in Supply Chain Management. Knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Skills: Effective communication skills (verbal and written). General office administration. Ability to take minutes of meetings. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Interpersonal relations. Valid driver's license will be an added advantage.

DUTIES : Maintain a proper record system for the component. Update registers and statistics. Manage office correspondence from different stakeholders. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders. Ensure effective updating of the archibus system. Provide personnel administration within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness travel requests / claims and submit to the Manager for approval. Handle telephone accounts and petty cash for the component. Handle routine enquiries.

ENQUIRIES APPLICATIONS : Ms N Ngiba Tel No: (031) 314 7151
: Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets, Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/115 : **GENERAL FOREMAN: CLEANING SERVICES REF NO: 2023/404**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Mmabatho Regional Office - Brits Magistrate Court
: Senior Certificate/Grade 12, must be computer literate, must have supervisory experience. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and chemicals and hazardous working conditions, knowledge of cleaning methods, chemicals and cleaning materials. Ability to write a report.

DUTIES : Administer attendance records for the cleaners. Inspect the physical environment to ensure hygiene and cleanliness. Monitor the condition and availability of cleaning equipment. Order, receive and issue cleaning materials. Ensure safe keeping of cleaning materials and equipment. Manage and resolve grievances of the cleaning staff. Compile attendance reports. Delegate work responsibilities. Assist in cleaning certain areas in the building. Report faults and defects that might affect daily normal operations.

ENQUIRIES APPLICATIONS : Mr. B. Mabale Tel No: (018) 386 5303
: Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 34/116 : **SUPERVISOR: CLEANING SERVICES (X2 POSTS)**
Re-advertisement: Applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Cape Town Regional Office
: Mitchells Plain Court Ref No: 2023/405 A (X1 Post)
: Oudtshoorn Ref No: 2023/405 B (X1 Post)
: Applicant must have a Standard 8/ Grade 10 or equivalent qualification and minimum relevant experience. Good interpersonal, effective communication

and numeracy skills. Ability to perform routine tasks and to work with staff at various levels. Knowledge on usage of cleaning materials and equipment will be added advantage. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Manage and control equipment and materials. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services. Perform administration functions associated to housekeeping & cleaning services. Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld. Perform physical inspection of cleaned areas. Review employees' performance. Monitor the condition and availability of equipment. Ensure the inspection of logistics and physical environment to ensure clean maintained environment in adherence to Occupational Health & Safety (OHS).

ENQUIRIES : Mr. Dorian Lewin Tel No: (021) 402 2140
APPLICATIONS : Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 34/117 : **SUPERVISOR: CLEANING SERVICES REF NO: 2023/406 (X2 POSTS)**

SALARY : R171 537 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A junior certificate, Abet or equivalent qualification with relevant experience at a supervisor level. Ability to operate cleaning equipment. Knowledge of types and purpose of cleaning materials. Knowledge of the OHS. Knowledge of the LRA. Computer literacy. Effective communication skills. Project management skills. Conflict resolution skills. Valid driver's license. Willingness to travel. Exposure to hazardous working conditions.

DUTIES : Supervise cleaning services rendered: Coordinate cleaning services, ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff, compile cleaning reports. Effective management and control equipment and materials: identify resource requirements and special operational needs, monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, the replacement/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the section. Identify staff requirements, support the administration of human resources, assess the performance of cleaners, receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr S Ngcobo Tel No: (031) 314 7176
APPLICATIONS : Durban Regional Office: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 34/118 : **CLEANER: FACILITY MANAGEMENT REF NO: 2023/407 (X4 POSTS)**

SALARY : R125 373 per annum
CENTRE : Mmabatho Regional Office:
Dada Motors (X1 Post)
Unit 3 (X1 Post)
Koster Magistrate Court (X1 Post)
Klerksdorp Magistrate Court (X1 Post)

REQUIREMENTS : Senior Certificate/Grade 12, ABET 2, 3, 4, Passed Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors and offices. Scrubbing, moping and polishing floor. Dust and polish furnitures. Sweep and mop holding cells. Wash windows on the regular basis.

ENQUIRIES : Mr. B Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 34/119 : **CLEANER FACILITIES MANAGEMENT: CLEANING SERVICES (X6 POSTS)**

SALARY CENTRE : R125 373 per annum
: Oudtshoorn Ref No: 2023/408 A (X2 Posts)
: Wynberg Ref No: 2023/408 B (X1 Post)
: Montagu Ref No: 2023/408 C (X1 Post)
: Ladismith Ref No: 2023/408 D (X1 Post)
: Caledon Ref No: 2023/408 E (X1 Post)

REQUIREMENTS : A junior certificate Grade 8, ABET level 4 or equivalent qualification. Good interpersonal, basic communication and literacy skills. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage. Ability to work physically for long hours, exposed to chemicals and hazardous working conditions.

DUTIES : The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, moping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working.

ENQUIRIES APPLICATIONS : Mr. Dorian Lewin Tel No: (021) 402 2104
: Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

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

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 09 October 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of a fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

MANAGEMENT ECHELON

- POST 34/120** : **DIRECTOR: INNOVATION & DIGITAL BUSINESS REF NO: D – I&DB**
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Innovation and Entrepreneurship/ Computer Science/ Software Engineering/ Computer Engineering/ Digital Business. Postgraduate in Digital Business Development will be an added advantage. Possess a minimum of 5 years' relevant experience at a middle/senior managerial level in delivering strategic digital solutions / Digital Business / ICT Business Development environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Demonstrate competence in Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Communication, Client Orientation and customer Focus, Problem Solving & Analysis and Service Delivery Innovation.
- DUTIES** : Manage the provision of transversal application management services to small businesses in collaboration with the DSBD internal GICTM. Develop innovative strategies built around technology platforms and applications to improve the accessibility, performance and impact of DSBD portfolio products and services. Collaborate with internal GICTM, entities and other stakeholders in managing the provision and maintenance of e-commerce and digital business platform support systems. Develop strategies to enhance business support services for SMMEs in the ICT sector. Develop and implement incubation and related business development strategies to enhance support of incubators and digital hubs. Establish collaborative partnerships, coordinate and facilitate access to

digital hubs and incubators, monitor the implementation and report on digital hubs and incubation support initiatives. Manage and ensure effective and efficient utilization of financial, human, and physical resources in line with applicable legislation. Communication (verbal, written and formal presentations, etc.) with stakeholders from diverse backgrounds and deliver relevant information.

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

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth and gender will receive preference (as per the DSBD EE Plan Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "D – I&DB"

POST 34/121 : **DIRECTOR: BUSINESS INTELLIGENCE, ECONOMIC ANALYSIS & ECONOMETRICS REF NO: D - BIEA**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Business Economics / Public Administration or Business Management / Development Studies or equivalent. NQF level 8 or higher in the same disciplines will be an added advantage. Possess a minimum of 5 years of experience at a middle or senior managerial level within an economic research, model analysis and forecasting related environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Set the Small Business Development portfolio research agenda and drive sector economic research and modelling. Manage the development and maintenance of a research repository and direct future paths of the economy under a different mix of policies. Manage the provision of a single point of entry for all SMMEs to access information as well as coordination of research interventions in support of SMME development. Manage the coordination of research interventions in support of SMME development and source research that impacts formal and informal businesses as well as disseminate research findings and data to relevant stakeholders to inform policy, strategy, framework, programme and mechanism development. Conduct sector economic research and modelling. Analyse the impact of policy options and shocks on the main growth and development index. Manage and ensure effective and efficient utilisation of the financial, human and physical resources of the Directorate in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

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

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of the DSBD EE Plan will receive preference. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BIEAE"

POST 34/122 : **DIRECTOR: STRATEGIC PLANNING, MONITORING & REPORTING REF NO: D - SPMR**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
: A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Business Administration/ Business Management/ Social Sciences/ Public Administration. Post graduate qualification in Monitoring and Evaluation would be an added advantage. Possess a minimum of 5 years of experience at a middle or senior managerial level within a strategic planning, monitoring, and reporting environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Display competencies in Strategic Capability & Leadership, Programme & Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Facilitate and coordinate Departmental and Small Business Development Portfolio strategic and operational planning processes. Coordinate and compile Departmental strategic and operational plans. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems related to the Strategic, Monitoring and Reporting function. Manage the development and implementation of service delivery improvement plans, the service delivery model and related initiatives. Facilitate, coordinate and support the implementation of priority programmes / projects. Coordinate and compile institutional performance and strategic reports. Conduct assessments of the departments' effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of the productivity measurement framework. Manage and ensure effective and efficient utilisation of financial, human and physical resources of the Directorate in line with applicable legislation, including develop and report on the Operational Plan for the Unit, identify and develop strategic and operational risks and mitigation plan for the Unit, effective People Management, lead Change Management initiatives within the Directorate, ensure 95% expenditure, or more, of the directorate's allocated budget and adhere to all financial prescripts and ensure the Directorate adheres to the Human Resource prescripts, manage day-to-day deliverables of the Directorate, ensure the Directorate is fully capacitated and contributes towards the attainment of the Department's <10% vacancy rate. Communicate (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.

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

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Filling of the post will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – SPMR"

POST 34/123 : **DIRECTOR: BUSINESS EFFICIENCY AND EFFECTIVENESS OPTIMIZATION REF NO: D – BEEQ**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework)

CENTRE REQUIREMENTS : Pretoria
: A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Development Studies / Business Management / Administration or equivalent. Honours degree in the same discipline will be an added advantage. Possess a minimum of 5 years relevant experience at a middle or senior managerial level within a business regulatory or similar environment. A compulsory pre-entry into the Senior Management

Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have knowledge of legal and institutional arrangements governing the South African public sector and private, Modern systems of governance; Stakeholder relationship management, understanding of the concept of red tape and its reduction and Regulatory Impact Assessments and similar tools. Display competencies in Strategic Capability and leadership, Programme and project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Conduct research on the administrative and legislative burdens affecting SMMEs and Cooperatives and provide directives and make recommendations on the ease of doing business. Lead and manage the policy and business process analysis (with emphasis on business procedure and process improvement) and provide position papers that identify red tape constraints and provide solutions for SMMEs and co-operatives at both start-up and scale-up phases. Manage and coordinate support to Provinces and Municipalities to identify and implement interventions that reduce red tape for SMMEs and Entrepreneurs. Manage the development of mechanisms, tools, and programmes that supports red tape reduction and the ease of doing business. Monitor implementation of business efficiency and effectiveness optimization plans. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information. Manage and ensure effective and efficient utilization of financial, human, and physical resources in line with applicable legislation.

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

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of the DSBD EE Plan will receive preference. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BEE0"

POST 34/124 : **DIRECTOR: ENTITY OVERSIGHT REF NO: D – ENT OVERS**

SALARY : R1 162 200 per annum (Level 13), (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework).

CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management / Administration. Possess a minimum of 5 years' relevant experience at a middle/ senior managerial level. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Demonstrate competencies in Strategic Capability and leadership, Programme and project Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.

DUTIES : Manage the provision of governance and regulatory compliance framework. Monitor the implementation of shareholder compact or service delivery agreements and blended funding initiatives. Facilitate stakeholder interface, including meetings between the EA, Entity board / Executive. Facilitate the evaluation of strategic plans, budget and mandatory and performance reports in collaboration with programme managers. Prepare recommendations to the EA regarding approval or amendments of such plans and reports and support the EA in tabling the mandatory reports to the relevant structures e.g. National Assembly. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communication with colleagues, clients and stakeholders from diverse backgrounds.

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

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote

representativity in terms of the DSBD EE Plan will receive preference. Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – ENT OVERS"

2023 TO 2025 GRADUATE INTERNSHIP PROGRAMME

The Department of Small Business Development invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2023/24 DSBD Graduate Internship Programme.

OTHER POSTS

- POST 34/125** : **GRADUATE INTERN: ENTREPRENEURSHIP REF NO: DSBD/INT/ENTREPR/02**
 Branch: Enterprise Development, Innovation & Entrepreneurship
 CD: Entrepreneurship & Enterprise Development)
 Directorate: Entrepreneurship
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF7) in Economics / Public Administration / Entrepreneurship / Development Studies or Business Management as recognised by SAQA.
- ENQUIRIES** : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- POST 34/126** : **GRADUATE INTERN: LEGAL SERVICES REF NO: DSBD/INT/LERGALS/01**
 Branch: Administration (CD: Corporate Management Services)
 Directorate: Legal Services
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF 7) in Law or related as recognised by SAQA
ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- POST 34/127** : **GRADUATE INTERN: FACILITIES MANAGEMENT REF NO: DSBD/INT/FACILMGT/01**
 Branch: Administration
 CD: Corporate Management Services
 Directorate: Security, Facilities Management & Auxiliary Services
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : National Diploma (NQF 6) / Bachelor's degree (NQF 7) in Facilities Management / Built environment/ Building Maintenance / Property Management/ Accommodation Management
- ENQUIRIES** : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/128 : **GRADUATE INTERN: INTERGOVERNMENTAL RELATIONS REF NO: DSB/INT/IGR/01**
Branch: Sector Policy & Research
CD: Intergovernmental Relations & Business Efficiency
Directorate: Intergovernmental Relations
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Political Science /International politics /Development Studies or related field as recognised by SAQA

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/129 : **GRADUATE INTERN: PRIMARY SECTOR REF NO: DSB/INT/PRIMSECT/01**
Branch: Sector Policy & Research
CD: Sector Specific Support
Directorate: Primary Sector
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/130 : **GRADUATE INTERN: TERTIARY SECTOR REF NO: DSB/INT/TERTSECT/01**
Branch: Sector Policy & Research (CD: Sector Specific Support)
Directorate: Tertiary Sector
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/131 : **GRADUATE INTERN: SECONDARY SECTOR REF NO: DSB/INT/SECNDSECT/01**
Branch: Sector Policy & Research
CD: Sector Specific Support
Directorate: Tertiary Sector
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/132 : **GRADUATE INTERN: DIGITAL BUSINESS SUPPORT REF NO: DSB/INT/DIGITAL/BUSNSUPP/01**
Branch: Enterprise Development, Innovation and Entrepreneurship
Directorate: Innovation and Digital Business (Digital hubs and Incubators)
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF level 7) in Digital Business Development/ Computer Science / Information System/ Information Technology or Business Process Analytics as recognised by SAQA

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

NOTE : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/133 : **GRADUATE INTERN: DIGITAL HUBS & INCUBATORS SUPPORT REF NO: DSB/INT/DIGITAL/HUBSUNCUBTS/02**
Branch: Enterprise Development, Innovation and Entrepreneurship
Directorate: Innovation and Digital Business (Digital hubs and Incubators)
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelors Degree (NQF level 7) in Computer Science / Digital Business/Information Systems/ Business Management / Business Administration / Entrepreneurship as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/134 : **GRADUATE INTERN: MEDIA RELATIONS REF NO: DSB/INT/COMMSMARKT/MEDRELATS/01**
Branch: Administration
CD: Corporate Management
Directorate: Communication and Marketing
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Diploma or Bachelors Degree (NQF6/7) in Communication, Media studies, Marketing, Public Relations or Journalism as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

APPLICATIONS : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

POST 34/135 : **GRADUATE INTERN: MEDIA PRODUCTION REF NO: DSB/INT/COMMSMARKT/MEDPRODT/02**
Branch: Administration
CD: Corporate Management
Directorate: Communication and Marketing
Period: Twenty-Four (24) Month Contract

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Diploma / Bachelor's degree (NQF 6/7) in Video Production, Graphic Design, Strategic Communication, Journalism, or a related field as recognised by SAQA.

ENQUIRIES : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)

- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- POST 34/136** : **GRADUATE INTERN: INFORMAL AND MICRO DEVELOPMENT REF NO: DSBD/INT/INFORMAL/MICRODEV/01**
 Branch: Integrated Co-operatives and Enterprise Development
 CD: Economic Transformations
 Directorate: Informal and Micro Development
 Period: Twenty-Four (24) Month Contract
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration/ Public Management/Business Management/ Development Studies / Economics as recognised by SAQA.
- ENQUIRIES** : Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr. M Qhum at 066 477 9606 (only on weekdays between 08H00 –16H30)
- APPLICATIONS** : Please forward your application, quoting the Reference number to hrd@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.

DEPARTMENT OF TRANSPORT

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

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 27 October 2023
- NOTE** : 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

- POST 34/137** : **DEPUTY DIRECTOR-GENERAL: CIVIL AVIATION REF NO: DOT/HRM/2023/75**
Branch: Civil Aviation
Chief Directorate: Civil Aviation
- SALARY** : R1 663 581 per annum (Level 15), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE REQUIREMENTS** : Pretoria (Head Office)
An undergraduate NQF level 7 and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 8 – 10 years experience at a senior management level in the aviation sector. Knowledge and Skills: Understanding of the global and regional aviation landscape; A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities and best practices; Negotiation and problem-solving skills; A proven leadership and management skills, Report writing skills; A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication – English – above average – Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in

order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu. Training Development: SMS member who have a dual career path must ensure that skills related to their occupational classifications are updated within every three (3) per performance cycle, SMS members who require continuous professional development as obliged by their respective professional body must update their skills accordingly. Every SMS member must spend a minimum of 18 days mandatory training on a combination of generic/technical/professional training over every three (3) year performance cycle.

DUTIES : Manage the Development of internationally competitive regulatory framework for Civil Aviation; Ensure the provision of aviation economic analysis, regulation and strategies for industry development. Ensure effective monitoring and evaluation of the impact of aviation safety, security and environmental regulatory framework; Represent South Africa at the International Civil Aviation Organisation (ICAO) Council. Participate in project teams to achieve a multi-disciplinary to meet set objectives of the Department; Manage the resources of the Branch.

ENQUIRIES : Ms Fikile Nhangombe Tel No: (012) 309 3514
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 34/138 : **CHIEF DIRECTOR: PUBLIC ENTITY OVERSIGHT REF NO: DOT/HRM/2023/76**
 Branch: Administration (Office of the Director-General)
 Chief Directorate: Public Entity Oversight

SALARY : R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE : Pretoria (Head Office)
REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics/ Transport Planning/ BCom Business / Financial Management / Law/ Corporate Governance/ Company Law with a minimum of 5 years' experience at a senior management level in a Corporate Governance or State-Owned Enterprise Oversight environment. A valid driver's licence is required. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and Skills: The following will serve as recommendations: Legislative and policy prescripts relevant to the Department and its SOEs. Corporate governance as it applies to the public and private sector, as well as Company law. Project Management, strategic planning and risk management. PFMA, National Treasury Regulations and other relevant legislation and polices relevant to public entities. Understanding of corporate governance processes, the facilitation of appointments for Boards or Councils of public entities, and the coordination of entities' strategic and annual performance plans. Knowledge and understanding of monitoring the performance of public entities. Knowledge of the financial and non-financial report writing, Policy formulation and evaluation. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate.

DUTIES : Provide public entity corporate governance advisory services. Facilitate the recruitment process for the appointment of Board Members for Public Entities. Facilitate the Cabinet approval and appointment process of the Chief Executive

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

ENQUIRIES
NOTE

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

POST 34/139

: **CHIEF DIRECTOR: MARITIME INFRASTRUCTURE AND INDUSTRY DEVELOPMENT REF NO: DOT/HRM/2023/77**
Branch: Maritime Transport Branch
Chief Directorate: Maritime Infrastructure and Industry Development

SALARY

: R1 371 558 per annum (Level 14), all-inclusive salary package, of which 30% can be structured according to individual needs.

CENTRE
REQUIREMENTS

: Pretoria (Head Office)
: An appropriate recognised NQF level 7 in Built Environment / Civil Engineering/ Maritime Studies / Transport Management / Transport Economics / Econometrics / Transport and Logistics Management/ Transport Planning with 6 -10 years relevant experience in the Maritime sector or Port Industry of which 5 years' experience must be at senior management level. Knowledge and Skills: Knowledge of the South African Maritime Transport environment; Knowledge and understanding of the Port development framework; Knowledge of the Comprehensive Maritime Transport Policy; Knowledge of International Maritime Treaties/protocols (WTO/WCO/UNCTAD/IMO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations; Knowledge and understanding of the Economic and Modelling in the transport related discipline; Compilation of management reports; Knowledge of the Public Finance Management Act (PFMA). Communication – Verbal & Written communication – English – above average – Governance related to information. Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives.

Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu.

DUTIES : The successful candidate will: Manage the development, growth and transformation of the maritime industry; Manage the development and planning for Maritime Transport infrastructure and freight logistics; Manage and monitor the development, planning and execution of Operation Phakisa and promote economic growth in the maritime sector; Participate in the project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Chief Directorate.

ENQUIRIES : Mr M. Madiya Tel No: (012) 309 3329
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 34/140 : **DIRECTOR: MARITIME INDUSTRY DEVELOPMENT AND ECONOMIC REGULATION REF NO: DOT/HRM/2023/78**
 Branch: Maritime Transport
 Chief Directorate: Maritime Infrastructure and Industry Development

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

CENTRE : Pretoria (Head Office)

REQUIREMENTS : An undergraduate NQF level 7 qualification as recognised by SAQA in Maritime Management/Transport Economics/ Built Engineering /Transport Planning/ Economics with a minimum of 6 – 10 years' experience in the maritime industry of which 5 years' must be at a middle/senior managerial level. Knowledge and Skills: Knowledge of South African Maritime Transport Environment; Knowledge and understanding of the Port development framework; Knowledge of the Comprehensive Maritime Transport Policy; Knowledge of International Maritime Treaties/ protocols (WTO/WCO/UNCTAD/IMO); Knowledge of the Merchant Shipping Act and relevant Maritime Regulations; Knowledge and understanding of the Economics and Modelling in the transport related discipline; Compilation of management reports; Knowledge of the Public Finance Management Act (PFMA). Financial Management: Compiles and manages budgets, controls cash flow, institutes risk management and administers tender procurement processes in accordance with generally recognised. Financial practices in order to ensure the achievement of strategic organisational objectives. Strategic Capability & Leadership: Provides a vision, sets the direction for the component/unit and inspires others to plan, execute, deliver and report on the organisational mandate. Communication: Verbal & Written communication – English – above average – Governance related to information; People Management & Empowerment: Manages and encourages people, optimises their outputs & effectively manages relationships in order to achieve organisational goals. Project/Programme Management: Plans, manages, monitors and evaluates specific activities in order to deliver the desired outputs and outcomes (Project Planning, Evaluation & Reporting). Career Pathing: promotion to next level, progression to next level is possible through competition for a vacant higher position; Career Development: extended management development programme, project khaedu, financial management

DUTIES : Ensure compliance with economic policies and development of multilateral and bilateral agreements; Manage maritime economic regulation and analysis; Manage the promotion of the maritime industry locally, regionally and globally; Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department; Manage the resources of the Directorate.

ENQUIRIES : Mr M Madiya Tel No: (012) 309 3329

- 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
- POST 34/141** : **DIRECTOR: ECONOMIC ANALYSIS AND REGULATION REF NO: DOT/HRM/2023/79**
Branch: Civil Aviation
Chief Directorate: Aviation Economics and Industry Development
Directorate: Aviation Economics and Regulation
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport Economics / Economics / Science / Economics Engineering / with 6-10 years' experience in aviation of which 5 years must be at a Middle Management Services (MMS) level. Certificate of successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. Knowledge and skill: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities, and best practices Negotiation and problem-solving skills. A proven leadership and management skills. Compilation of management reports. A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication - English - above average. Governance related to information.
- DUTIES** : Manage all aspects related to air transport market access and economic regulation. Manage tariff regulation aspects related to air services, airports and air navigation service charges. Research and collate data for planning and forecasting purposes. Manage the resources of the Directorate.
- ENQUIRIES** : Ms Tshitshi Phewa Tel No: (012) 309 3205
- 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.
- POST 34/142** : **DIRECTOR: AIR TRANSPORT REF NO: DOT/HRM/2023/80**
Branch: Civil Aviation
Chief Directorate: Policy and Regulation
Directorate: Air Transport
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive salary package, of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification as recognised by SAQA in Transport and Logistics / Transport Management / Transport Economics with 6-10 years' experience in the aviation sector of which 5 years 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 skill: Understanding of the global and regional aviation landscape. A thorough knowledge of the air transport industry, including its regulations, standards, challenges, opportunities, and best practices Negotiation and problem-solving skills. A proven leadership and management skills. Compilation of management reports. A demonstrated ability to lead and manage teams, projects and budgets. Communication: Verbal & Written communication - English - above average. Governance related to information.
- DUTIES** : Maintain and enhance South Africa's position on bilateral air transport. Manage all aspects relating to licensing and permits, safety and security. Participate in project teams to achieve a multi-disciplinary approach to meet set objectives of the Department and South Africa. Manage the resources of the Directorate.
- ENQUIRIES** : Ms Elizabeth Mpye Tel No: (012) 309 3446
- 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

<u>POST 34/143</u>	:	<u>PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: DOT/HRM/2023/83</u> Branch: Administration (office of the Director-General) Chief Directorate: Administration (office of the Director-General) Directorate: Administration (office of the Director-General) Sub Directorate: Administration (office of the Director-General)
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate NQF level 6 qualification in Office Management and Technology Secretariat / Management Assistant / Public Management / Administration / Business Management with 3 years relevant experience at a junior management or Assistant Director level or 10 years' experience at a senior practitioner (salary level 8) level in rendering support services to senior management. Knowledge and Skills: (Competencies). Knowledge on the relevant legislation/policies/prescripts and procedures. Telephone etiquette. Basic knowledge on financial administration. Sound organisational skills. Computer literacy (MS Office). Good interpersonal relations. High level of reliability. Written communication skills. Ability to communicate well with people at different levels and from different backgrounds. Ability to do research and analyse documents and situations. Ability to act with tact and discretion. Good grooming and presentation. Self-management and motivation.
<u>DUTIES</u>	:	Provide diary management. organise general administrative issues in the office of the Director-General. Provide staff management. Manage logistical matters.
<u>ENQUIRIES NOTE</u>	:	Ms Fikile Nhangombe Tel No: (012) 309 3514 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 34/144</u>	:	<u>DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: DOT/HRM/2023/84</u> Branch: Public Transport Chief Directorate: Public Transport Industry Development Directorate: Contract and Subsidy Management
<u>SALARY</u>	:	R958 824 per annum (Level 12), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An undergraduate NQF Level 6 qualification as recognized by SAQA in Transport Management / Transport Economics / Economics / Transport Planning / Law with 5 years' experience in the management of contracts / subsidy environment of which 3 years must be at junior management or Assistant Director Level. Knowledge: (Competencies): Knowledge in passenger transport field, knowledge and understanding of Contract Management, understanding of the NLTTA, computer and PFMA.
<u>DUTIES</u>	:	Coordinate the management and administration of Public Transport Operations Grant in terms of the Division of Revenue Act and PFMA. Develop a Contract Management System. Manage the evaluation of the Subsidy Management System (SUMS). Manage the Sub-Directorate.
<u>ENQUIRIES NOTE</u>	:	Mr Tshifhiwa Mudzielwana Tel No: (012) 309 3583 Preference will be given to African Male / Female, Coloured Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 34/145</u>	:	<u>DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: DOT/HRM/2023/85</u> Branch: Corporate Services Chief Directorate: Office of the Chief Information Officer Directorate: Business Intelligence
<u>SALARY</u>	:	R811 560 per annum (Level 11), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria An appropriate NQF level 6 qualification in Library and information Science / Information Management / Knowledge Management with 3 years at a Junior

		Management or Assistant Director level in knowledge management field. Knowledge and skills: Knowledge and understanding of the DPSA knowledge Management framework. Must have the ability to contribute in Web designing. Computer skills. Communication- verbal and written communication – English – above average. Financial management. Strategic Capability and Leadership. Promote and raise awareness of knowledge management in the Department. Development a knowledge management portal. Promote the effective use of the knowledge sharing tools. Manage the Presidential Hotline. Manage the knowledge Centre / Library.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	Ms Lebo Kwadjo Tel No. (012) 309 3984
<u>NOTE</u>	:	Preference will be given to African Male / Female, Coloured Male /Female, Indian Male, White Male and persons with disabilities are encouraged to apply for the position.
<u>POST 34/146</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: DOT/HRM/2023/86</u> Branch: Civil Aviation Chief Directorate: Aviation Economic Analysis & Industry Development Directorate: Economic Analysis & Regulation
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate NQF level 6 qualification in Transport Economics/ Transport Management/ Transport Planning with 2 – 3 years' experience in an aviation environment
<u>DUTIES</u>	:	Assist in the development of economic forecasts for South African's Air transport global competitiveness. Ensure adherence to ICAO's statistical requirements. Participate in the inter-departmental project teams and inter-departmental task teams relating to pertinent economic forecasting issues. Provide project administration.
<u>ENQUIRIES</u>	:	Ms Chamaine Mathonsi Tel No: 012 309 3939
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
<u>POST 34/147</u>	:	<u>STATE ACCOUNTANT: SYSTEM CONTROLLER REF NO: DOT/HRM/2023/87</u> Branch: Office of the Chief Financial Officer Chief Directorate: Budgeting and Compliance Directorate: Management Accounting and Budgeting
<u>SALARY</u>	:	R294 321per annum (Level 07), all-inclusive salary package, of which 30% can be structured according to individual needs.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	NQF level 6 in Finance with two years working experience in finance. Experience in System Control will be an added advantage.
<u>DUTIES</u>	:	Maintain Bas. Monitor interfacing or transversal systems. Access and monitor financial systems. Provide guidance and capacity development on BAS. Maintain safetyweb. Develop, implement and maintain policies and procedures in area of responsibility.
<u>ENQUIRIES</u>	:	Ms. Khathazile Mabena Tel No: (012) 309 3768
<u>NOTE</u>	:	Preference will be given to African Male, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.
<u>POST 34/148</u>	:	<u>LEGAL ADMINISTRATION OFFICER: CORPORATE LEGAL MR 1 – MR 5 REF NO: DOT/HRM/2023/86</u> Branch: Corporate Services Chief Directorate: Legal Services Directorate: Corporate Legal
<u>SALARY</u>	:	R228 915 – R1 005 801 per annum (Salary will be determined in accordance with OSD determination)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An LLB or as otherwise determined by Minister of Justice and Constitutional Development with 0 - 14 years appropriate post qualification legal experience. Experience in drafting and editing contracts. Knowledge and skills: Application of the law to the facts, knowledge of Administrative Acts, principles concepts,

DUTIES

: knowledge of the constitution. Communication: Verbal (from highest to the lowest hierarchal level), computer literacy. Analytical and Project Management. provide legal opinion / advice. Provide litigation services for the Department. Draft / vet contracts and other legal documents. Manage administrative enquires.

ENQUIRIES

: Mr Sifiso Simelane Tel No: (012) 309 3141

NOTE

: Preference will be given to African Male/Female, Coloured Male /Female, White Male/Female, Indian Male/Female and persons with disabilities are encouraged to apply for the position.

**PROVINCIAL ADMINISTRATION: FREE STATE
OFFICE OF THE PREMIER**

Free State Department of the Premier is an equal opportunity affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of positions and candidates whose appointment/promotion/transfer will promote representivity; will receive preference.

- APPLICATIONS** : Posted to Mr. Thabo Tsotetsi, Office of the Premier, Human Resources Advice, Co-ordination and Management Directorate, P.O Box 517, Bloemfontein, 9300 or Hand delivered to: Thabo Tsotetsi, Room 7, Ground floor, O.R Tambo House, Bloemfontein or e-mail to recruitment@fspremier.gov.za.
- CLOSING DATE** : 09-October 2023 @ 16:00
- NOTE** : Applications must be submitted on the prescribed Z83 form, obtainable from any Public Service Department. All applications must be accompanied by a comprehensive CV only. Communication from the HR of the department regarding the submission of certified copies of qualifications and other relevant documents will be limited to shortlisted candidates. Applications must be submitted on or before the closing date. Applications must be submitted to the address mentioned in the advertisement. All shortlisted candidates will be subjected to personnel suitability checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Applicants are respectfully informed that if no notification on appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful. Applications from people with disabilities are welcomed.

OTHER POSTS

- POST 34/149** : **ASSISTANT DIRECTOR: GOVERNANCE ADMINISTRATION & JUSTICE SECTOR RESEARCH REF NO: 18/2023**
- SALARY** : R527 298 per annum (Level 10), a basic salary
- CENTRE** : Office of The Premier-Bloemfontein
- REQUIREMENTS** : An appropriate Degree (NQF Level 7). Relevant experience of policy analysis and development. Experience of Coordination, monitoring and evaluation mechanisms, systems and processes. Experience in research. Knowledge of Research methodology, report writing and strategic planning processes. Basic computer literacy. Organizing, planning of resources and effective communication skills.
- DUTIES** : Analyze and compare FSDP against all National, Provincial and Local policies in terms of outcome, goals, strategies, outputs, projects and performance measures to align the FSDP with Government strategies. Conduct research with regard to Provincials strategies as portrayed in the FSDP to enhance decision-making process within government structures. Facilitate research on the feasibility of certain projects of the FSDP to improve their success rate. Conduct research on request to strengthen strategic planning process.
- ENQUIRIES** : Mr. C.H. Oelofse at 082 336 8721
- POST 34/150** : **ASSISTANT DIRECTOR: PLANNING REF NO: 19/2023**
- SALARY** : R424 104 per annum (Level 09), a basic salary
- CENTRE** : Office of The Premier-Bloemfontein
- REQUIREMENTS** : An appropriate Degree (NQF Level 7). Relevant experience of policy analysis and development. Experience of Coordination, monitoring and evaluation mechanisms, systems and processes. Experience of facilitation of development of strategic plans. Knowledge of strategic planning processes, report writing, marketing and transformation and development policies. Organising, analytical, facilitation and communication skills.
- DUTIES** : Facilitate the development and annual review of the Free State Development Plan (FSDP) to keep in line with the developmental needs of the province. Facilitate the review and implementation of the FSDP through ensuring alignment of departmental and municipal plan with the FSDP to enhance synergy of plans. Evaluate departmental and municipalities strategic plans in terms of the FSDP to measure their impact on the development of the province. Market the FSDP on all relevant levels to gain support from all stakeholders.

ENQUIRIES

: Train all strategic planners of all departments and municipalities on strategic issues to capacitate strategic planners of departments and municipalities.
Mr. C.H. Oelofse at 082 336 8721

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

OTHER POSTS

- POST 34/151** : **CLINICAL MANAGER (MEDICAL) GRADE 1 REF NO: REFS/BGH/2023/09/01 (X1 POST)**
Directorate: Office of the Chief Executive Office
- SALARY CENTRE REQUIREMENTS** : R1 288 095 - R1 427 352 per annum, (inclusive package)
: Bertha Gxowa Hospital
: MBChB or an appropriate qualification. Active Health Professions Council of South Africa (HPCSA) registration as a Medical Practitioner. A minimum of 4 years' appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. A post graduate qualification in business administration, healthcare management or public health. Proficient in Ms package (word, excel outlook, power point) Advantageous: Supervisory experience in medical domain. Leadership and management experience in hospital services, experience in public sector management. Must be willing to work under pressure and stressful situations.
- DUTIES** : Reporting to the Chief Executive Officer, the incumbent will act as a manager of clinical departments. Provide strategic clinical care for improved patient outcomes. Participate in developing and implementing operational plans (including cost-containment strategies). Ensure the coordination of all activities necessary for quality and efficient 24-hour patient care. Assist in clinical care audits and risk management strategies to improve clinical governance and outcomes. Management, investigation and reporting of patient safety incidents and adverse events. NTSG monitoring and reporting. Chair or be an active member of various clinical governance and management committees. To be responsible for HR (Human Resources), Finance and administrative matters as it relates to the clinical departments. Coaching and mentoring various levels and categories of staff. Ensure adherence to relevant health and public legislation including Public Charter and Batho Pele principles. Ensure compliance to the Ideal Hospital Realization and Maintenance Framework and Department of Health's Six Key Priorities. Representing the hospital as required in cluster and provincial forums.
- ENQUIRIES APPLICATIONS** : Ms. P.L. Khumalo Tel No: (011) 278 7669
: should be submitted at the Bertha Gxowa Hospital, Admin Building ground floor, Foyer Area, Germiston. Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400
- NOTE** : Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
- CLOSING DATE** : 09 October 2023, Time:12h00

- POST 34/152** : **MEDICAL SPECIALIST GRADE 1 REF NO: CHBAH 708 (X1 POST)**
Directorate: Accident and Emergency
- SALARY** : R1 214 805 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as Medical Specialist in a normal specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty in Emergency Medicine and current registration for 2023/2024. No experience.
- DUTIES** : The incumbent will be responsible to interview, investigate, diagnose and oversee the treatment of patient. Improve quality of care by providing appropriate clinical care supervising of junior medical staff. Willing to do commuted overtime rendering of after-hour (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patients. Attendance of relevant administrative meetings like mortality meetings, near miss meetings and completing MEDICO Legal Documents timeously (e.g., Death certificate). Participation in the academic program in the hospital and all activities of the discipline in relation to teaching and research. Ensure proper and accurate record keeping as legally and ethically required. Reporting to the head of unit on service delivery, clinical audits, and where necessary quality improvement plans. Assist the HOD to monitor, implement and adhere to the compliance to National Core Standards within the department. Assist the Clinical Head with Administration responsibilities. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES** : Prof Z Mohmed Tel No: (011) 933 0115
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 : 09 October 2023

POST 34/153 : **MEDICAL SPECIALIST: PAEDIATRIC CRITICAL CARE (ICU) REF NO: REFS/019025**
Directorate: Paediatrics and Child Health

SALARY : R1 214 805 per annum, (all-inclusive package)

CENTRE : Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS : Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatric critical care. Registration with the HPCSA as Medical Specialty in Paediatric critical care. No experience required after registration with the HPCSA as Medical Specialist. Knowledge: Legislation, policies and procedure pertaining to health care users. Computer literacy. Experience in the public sector would be an advantage. Ability to manage a team of junior and senior doctors.

DUTIES : As a consultant, the candidate will be responsible for clinical management of critical ill patients in ICU and HCU. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. Participate in functions of the Critical Care Society of Southern Africa that governs the development and management of Intensive Care in South Africa. As the most senior doctor in the unit, the incumbent will be required to supervise, train and teach registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. 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. Develop and Co-ordinate critical care services for children at CMJAH and cluster hospitals. Performance of research within the department. Supervision of research within the department and MMed students. The desired candidate will also be required to provide medical support and guidance to nursing staff and to comply with the performance management and development system in the public sector.

ENQUIRIES : Prof. MC. Mulaudzi Tel No: (011) 488 4246
Ms M.P. Rapetswa Tel No: (011) 488 3711

APPLICATIONS : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applicant who are paediatric speciality will be offered fellow training in paediatric gastroenterology. 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 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, Indian Females, White Males and White Females are encouraged to apply.

- CLOSING DATE** : 09 October 2023
- POST 34/154** : **MEDICAL OFFICER GRADE 1 REF NO: CHABH 709 (X3 POSTS)**
Directorate: ENT Department
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all-inclusive package)
: Chris Hani Baragwanath Academic Hospital
: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner, HPCSA registration as an independent medical practitioner and must be post Community Service. Current registration with HPCSA for 2023/2024. Primaries in ENT will be an added advantage.
- DUTIES** : The incumbent will be responsible for seeing patients on a daily basis in the ward and management thereof in liaison with the registrar and the consultant. The incumbent will admit patients to the ward, take bloods, do all the necessary investigations, and help to prepare patients for theatre. The incumbent will be the first point of contact/call when patients in other departments in the hospital require assistance with ENT conditions. The incumbent will review patient files and charts on a daily basis and ensure that latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward. The incumbent will be required to attend to all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in a professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering after hours service and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose and initiated treatment of patients in the department. Comply with the Performance Management and Development system (contracting, quarterly reviews and final assessment).
- ENQUIRIES APPLICATIONS** : Dr K. Dayal Tel No: (011) 933 9465/8052
: Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag x01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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** : 09 October 2023
- POST 34/155** : **MEDICAL REGISTRAR REF NO: CHBAH 710 (X1 POST)**
Directorate: ENT Department
- 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 and must be post Community Service. Current HPCSA registration for 2023/2024. Must have Primaries and intermediate exams in ENT, ATLS and BSS in relevant department. The candidate will have rotated through the relevant departments of ICU and other surgical disciplines.
- DUTIES** : The incumbent will be responsible for seeing patients on daily basis in the ward and management thereof in liaison with consultant. The incumbent will be expected to manage patients and do all the necessary investigations and help prepare patients for theatre. The incumbent will review patient files and charts on a daily basis and ensure that the latest investigations are available in the files. The incumbent will attend to patients in the outpatient department and attend to their admissions to the ward, where need be. The incumbent is required to attend all administrative departmental duties, attend meetings in the department and participate in academic activities. The incumbent will liaise with X-Ray department in preparation for weekly X-Ray ENT combined meetings. The incumbent will be expected at all times to adhere to professional standards and uphold same when dealing with patients. The incumbent will be expected to execute their duties in the professional manner so as to reduce medical litigation by exercising good clinical practice. The incumbent should be willing to do commuted overtime and rendering of afterhours services and continuous uninterrupted care of patients on weekends, public holidays and after hours. The incumbent will be expected to interview, investigate, diagnose, and initiate treatment of patients in the department. The incumbent will be involved in teaching undergraduate students, supervise medical officers, and will be required to participate in academic activities, including but not limited to, preparation of academic talks in the department, prepare talks for intervarsity meetings prepare talks/presentation for congress (national/international). Ensure that there is good record keeping in the department and collect data for research purposes. Registrars will be rotated through the different hospitals affiliated to the university of Witwatersrand and will be jointly appointed between the university of the Witwatersrand and Gauteng Provincial Health department.
- ENQUIRIES** : Dr K. Dayal Tel No: (011) 933 9465/ 8052
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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** : 09 October 2023
- POST 34/156** : **MEDICAL REGISTRAR REF NO: CHBAH 711 (X1 POST)**
Directorate: Internal Medicine (Dermatology)
- SALARY** : R906 540 per annum, (all-inclusive package)
- CENTRE** : Chris Hani Baragwanath Academic Hospital
- REQUIREMENTS** : Appropriate medical qualification that allows registration with the HPCSA with Independent Practice and be post community service. Current registration for 2023/2024. Diploma in HIV Management and exposure in working in Internal Medicine will be added advantage.
- DUTIES** : The incumbent will be responsible for clinical management plans, managing patients using safe; evidence based and compassionate patient care plans, and application of cost containment measures in service delivery. Academically, registrars will attend the Dermatology teaching programme as per the department of Dermatology of the Witwatersrand. To conduct research under supervision- with respect to the attainment of the MMED; teach and supervise undergraduate students. A high level of ethics and professionalism governs the training and service delivery aspects of trainee specialists.
- ENQUIRIES** : Dr N Mqhayi-Mbambo Tel No: (011) 933 9154/8154
- APPLICATIONS** : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag x01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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** : 09 October 2023
- POST 34/157** : **MEDICAL OFFICER REF NO: REFS/019026**
Directorate: Surgery
- SALARY CENTRE REQUIREMENTS** : R906 540 per annum, (all-inclusive package)
: Charlotte Maxeke Johannesburg Academic Hospital
: 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. No experience required after registration with the HPCSA as a Medical Practitioner. The following will be added advantage: Must have a driver's license.
- DUTIES** : The incumbent will be responsible for interviewing, investigating, diagnosing, and overseeing 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 reports, liaison and communication services and community liaison. Supervising junior doctors (undergraduate students, interns and community service doctors). Attendance of relevant administrative meeting like mortality meetings, near miss meeting and completing MEDICO Legal Documents timeously (e.g., Death certificate). Improve quality of care by providing appropriate clinical care. Reduce medical litigation by exercising good clinical ethos. Implement and monitor adherence to National Core Standards (norms and standards). Participating in all activities of the discipline in relation to teaching and research. Participate in multidisciplinary team for the management of patients. Performance of practical procedures relevant to the care of patients. Participation in departmental meetings, journal clubs, case presentations, lecturers, and ward rounds. Ensure that administration and record keeping are done in the department. Rendering of after-hours (night, weekend, and public holiday) duties to provide continuous uninterrupted care of patient. Medical Officers will inter alia be responsible for rendering clinical services, assessment, and treatment of patients. Medical Officers will be rotated though related departments at various hospitals, comprising hospitals served in their specific outreach programs. Comply with the Performance Management and Development System (contracting, quarterly reviews, and final assessment).
- ENQUIRIES** : Prof. T.E. Luvhengo Tel No: (011) 488 3373
Ms M.P. Rapetswa Tel No: (011) 488 3711
- APPLICATIONS** : Please note that the salary will be adjusted according to years of experience as per OSD policy. Applications should be submitted strictly on a (PDF Format only) to the following 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 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, Indian Females, White Males and White Females are encouraged to apply.

CLOSING DATE

: 09 October 2023

POST 34/158

: **PROFESSIONAL NURSE SPECIALTY PNB-1 (X3 POSTS)**

(Child Nursing Science, Advanced Paediatric and Neonatal Nursing Science, Advanced Midwifery and Neonatal Nursing Science, Intensive Care Nursing Science, Operating Theatre Nursing Science, Trauma and Emergency Nursing Science, Orthopaedic Nursing Science, Science, Advanced Psychiatric Nursing Science.)

Directorate: Nursing

SALARY

: Grade 1: R431 265 - R497 193 per annum, (plus benefits)

Grade 2: R528 696 -R645 720 per annum, (plus benefits)

CENTRE

: Bertha Gxowa Hospital

REQUIREMENTS

: A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year accredited with the SANC in one of the specialties stated above. A minimum of 4 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A Basic R425 qualification (i.e., diploma/ degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 1 year, accredited with the SANC in one of the specialties stated above. A minimum of 14 years appropriate/ recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/ recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in the relevant speciality.

DUTIES

: Perform Specialized a clinical nursing practice in accordance with the scope of practice and required nursing standards. Demonstrate an understanding of nursing legislation and related legal and ethical nursing practises. Promote quality of nursing care as directed by professional scope of practice and standards as determined by the relevant health facility. Able to plan, organise own work, and ensure proper nursing care. Demonstrate effective communications with patients, supervisors and other stake holders including report writing when required. Work as part of the multi-disciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious differences. Display a concern for patients, promoting proper treatment and care including

		awareness and willingness to respond to patient's needs, requirements, and expectations (Batho Pele).
<u>ENQUIRIES</u>	:	Ms. PZN Mofokeng Tel No: (011) 278 7640
<u>APPLICATIONS</u>	:	should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Foyer Area, Germiston. Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	09 October 2023, Time:12h00
<u>POST 34/159</u>	:	<u>ASSISTANT DIRECTOR: ADMIN AND SUPPORT REF NO: TMRH/ASDAS/2023/09/06 (X1 POST)</u> Directorate: Corporate Service
<u>SALARY</u>	:	R424 104 – R508 692 per annum, plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent. Must have appropriate three (3) year National Diploma/Degree in Public Administration, Logistics Management, Business Management or equivalent qualification. Minimum five (5) years relevant experience in facility management and support services of which three (3) years of the above must be in facility management and support services as a supervisor level 7. Knowledge of PFMA, OHS and National Building Regulations. Knowledge and understanding of Public Service Legislative prescripts; Public Service Act, Public Finance Management Act etc, Computer literacy (MS Word, MS Excel and PowerPoint). Candidates are required to have an understanding of the hospital Laundry, Cleaning, Accommodation, Fleet Management and Security Services. leadership skills, Planning, Organizing, leading and controlling skills, problem solving and skills (verbal and written). Presentation skills. Must have the ability to interact with diverse stakeholders. Must have good interpersonal relation. Ability to work under pressure. Financial management skills. Ability to work under pressure. Adhere to timelines on project. Knowledge of audit and risk management processes. Ability to interact at strategic level and implement turn-around strategies. Proven project management skills. Must have knowledge of Quality Assurance in the Public Health and customer care services. Must have a valid Driver's license. Competencies/ Knowledge/ Skills: Project Management, good financial management skills. Strong communication skills strategies. People management and computer literacy. Knowledge of Labour Relations processes. Conflict management skills. Ability to work under pressure. Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to liaise with internal and external stakeholders. Ability to work independently and in a team. Ability to organize and plan work accordingly. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature.
<u>DUTIES</u>	:	Ensure better health facility in the interest of quality health care. Participate in OHS, FMU and other committees, control and manage FMU Budget. Co-ordinate meetings of all stakeholders internally and externally. Maintain and

update maintenance register. Develop & submit a list of priority project on time. Implement minor capital projects. Operate within the allocated budget. Maintain & update parking and accommodation registers. Ensure effective & efficient management system, develop the standard operating procedure for components of the infrastructure maintenance system. Provide support to horticulture, pest control and landscape. Compile business report for facility maintenance. Interact with the department of Infrastructure and Development Management at Central Office. Assist with the development of maintenance strategy and implementation of norms and standard. Ensure effective management of security and Assets of the hospital. Lead and manage a team under supervision. Support and quality assure all activities under supervision. Give guidance, manage, monitor and safekeeping of records. Training and motivation of staff. Administrate discipline. Implement best practices. Attend to all queries and ensure recommendations are implemented. Management and supervision of staff and activities within the department. Ensure there are weekly and monthly plans, and equally reports are done and presented to Management. Management of Performance Management Development System. Report sectional activities and collating of statistics for management analysis. Compilation and updating of reports. Perform other duties as delegated by the supervisor.

**ENQUIRIES
APPLICATIONS**

: Mr. P.B.Ntuli Tel No: (011) 891 7310
 : should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.

NOTE

: Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that 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 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 will be done. 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.

CLOSING DATE

: 13 October 2023

POST 34/160

: **OCCUPATIONAL THERAPIST GRADE 1 REF NO: REFS/BGH /2023/09/02
(X1 POST)**
 Directorate: Occupational Therapy

SALARY

: R359 622 – R408 201 per annum, plus benefits

<u>CENTRE REQUIREMENTS</u>	:	Bertha Gxowa Hospital
	:	Degree in Occupational Therapy and registration with the HPCSA as an Occupational Therapist. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One year community service experience completed. Experience in paediatric services will be an added advantage. The candidate should be a dynamic individual who adapts well to change and should be able to work independently, within the multidisciplinary team and under pressure. Should be willing to rotate within allocated areas in the hospital and offer professional and effective services. Computer literacy is essential. Report writing skills, effective communication and interpersonal skills are essential.
<u>DUTIES</u>	:	Provide an Occupational Therapy service to both in and outpatients in the physical field though efficient and professional assessment and treatment within various areas of the hospital. Administer standardized and clinical assessments to patients requiring FCEs and other clinical reports. Execute all patients and departmental related administrative tasks including data compilation, stock management, attend various internal and external meetings and submission of monthly reports. Plan and prepare for all internal and external audits in the allocated area. Administer PMDS (Performance Management and Development System) and evaluation of junior level staff. Participate in the mentorship and training of community service therapists and students. Participate and implement the departmental policy on training and continuous professional development to ensure compliance to departmental standards and effective patient service delivery, in line with provincial and national standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L. Smook Tel No: (011) 278 7696
	:	should be submitted at the Bertha Gxowa Hospital, Admin Building ground floor, Foyer Area, Germiston. Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>		09 October 2023, Time:12h00
<u>POST 34/161</u>	:	<u>SKILLS DEVELOPMENT AND TRAINING FACILITATOR REF NO: REFS/BGH /2023/09/04 (X1 POST)</u> Directorate: Human Resource
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07), plus benefits
	:	Bertha Gxowa Hospital
	:	An appropriate Three (3) Year National Diploma in Human Resource Management with training and Development as subject and a minimum of three (3) years relevant experience in Training and Development Directorate or Grade 12 with a minimum of Five (5) years' experience in Training and Development Directorate and Education Training and Development Practitioner Certificate or management of training, skills Development Training Certificate. Basic qualification to be accredited by SETA. Must have skills in presentation, Operational Planning, Financial Management. Must be able to

		work independently, have report writing, time management and sound communication skills (written and verbal) must be computer literate in Microsoft Package (MS Word, Excel, and PowerPoint). Ability to work in a team. Ability to work under pressure and take initiative as well as the ability to organize, plan and must be self-motivated and have a valid driver's license.
<u>DUTIES</u>	:	To co-ordinate institution training needs and ABET. To ensure that compliance is adhered to as well as the incorporation of all relevant prescripts. To ensure that incorporation in terms of the Sector skills plans into the organisational skills plans are properly executed. Set standards for the unit and formulate unit policies. Identify training needs and formulate training programs for the organization. Conduct induction and orientation programs. Facilitate performance evaluation and induction of new employees. PMDS co-ordination. Collate monthly HIS (Health Information System) and skills and development data. Monthly audit of the units. Perform all other duties delegated by manager.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. C.C (Close Corporations) Molele Tel No: (011) 278 7688
	:	should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Foyer Area, Germiston. Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	09 October 2023, Time:12h00.
<u>POST 34/162</u>	:	<u>LOGISTICS SUPPORT OFFICER REF NO: REFS/BGH /2023/09/05 (X1 POST)</u> Directorate: Supply Chain
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07), plus benefits
	:	Bertha Gxowa Hospital
	:	An appropriate Three (3) Year National Tertiary Qualification in management of supply chain management and a minimum of Three (3) years relevant experience within stores. Sound knowledge of SAP/SRM and PAS system. Knowledge and attribute PFMA (Public Finance Management Act), PPPFA (Preferential Procurement Policy Framework Act) and Government procurement policy. Treasury Regulations. Computer literacy. Ability to work under pressure.
<u>DUTIES</u>	:	Overall supervision of stores section. Monitoring of transactions of goods and services delivered on SAP. Monitoring of GRV's captured on SAP/RSM and the web cycle as required. Monitor issuing of inventory items to the cost centres as requested through internal requisitions. Monitoring transactions on control cards VA11. Monitor transit in and out. Monitor those outstanding deliveries and verification of transactions are done. Monitor adherence to stock levels. Monitor that condemning is done in accordance with disposal procedures. Ensure that effective reliable filing system. Manage and plan stock taking. Compiling monthly reports. Contracting and evaluation of staff in line with PMDS policy. Assist with the implementation of PFMA. Strengthening

		provisioning skills within the institution. Training of subordinates. Attending and responding to the Auditor General queries. Keep abreast with legislations.
<u>ENQUIRIES</u>	:	Ms. H. Moloi Tel No: (011) 278 7784
<u>APPLICATIONS</u>	:	should be submitted at the Bertha Gxowa Hospital. Admin Building ground floor, Foyer Area, Germiston. Bertha Gxowa Hospital, Angus Street, Germiston or posted to Private Bag X1035, Germiston, 1400
<u>NOTE</u>	:	Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a New Z83 as per DPSA directive effectively from 01 January 2021, The Curriculum Vitae should be recently updated that specifies the following: 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. applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview following communication from HR. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. 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). Candidates will be subjected to security screening and vetting process Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.
<u>CLOSING DATE</u>	:	09 October 2023, Time:12h00.
<u>POST 34/163</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: TMRH/ASDAS/2023/09/06 (X1 POST)</u> Directorate: Human Resource
<u>SALARY</u>	:	R294 321 – R343 815 per annum (Level 07), plus benefits
<u>CENTRE</u>	:	Thelle Mogoerane Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with minimum 3 year's Human Resource functional generalist experience on (level 5). Computer Literacy (MS Office). Must have knowledge and experience in PERSAL Systems. Successful completed PERSAL training course. Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Knowledge of PSA, PSR, EEA, BCEA, LRA, SDA, PFMA and other Human Resource related prescripts and policies. Attention to detail. Ability to interact at a strategic level and implement turn around strategies. Planning and organizational skills, time management, communication skills and leadership skills. Analytical and solution orientated. Knowledge of recruitment process, leave, PILIR and service benefits. Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health and safety act, PFMA and Knowledge of OSD policy, PMDS.
<u>DUTIES</u>	:	Supervision of Staff. HR Generalist functions, Effective and Efficient Implementation of Human Resource Management Administration i.e Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Management or Overtime Management. Implementing OSD and non OSD grade progression, salary, proper control of records Performance Management and Development Systems, Attend to HR related enquiries and audit queries. Facilitate Recruitment and Selections processes. Daily coordination of all HR related activities, Injury on duty, PILIR, ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Record and organize work and documents. participate during compilation of HR reports when required. Liaise with clients and staff. Telephone communicqué. Provide administration support to the team. Provide high quality administration support to the teams. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports and presentations. Ensure that Quality

		Assurance is adhere to in HR. Comply with the performance management and development system (contracting, quarterly reviews and final assessment). Appointment letters for Committee Panel members and to monitor Committees. Perform other duties as indicated by the Supervisor/Manager and other relevant Public Service Prescripts.
<u>ENQUIRIES</u>	:	Mr. J. Kubheka Tel No: (011) 891 7306
<u>APPLICATIONS</u>	:	should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475.
<u>NOTE</u>	:	Applications must be submitted on the New Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialled and signed. On the Z83 application form the Department where position was advertised it should state Department of Health (Thelle Mogoerane Regional Hospital). According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications, service certificate and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: experience that 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 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 will be done. 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. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. TMRH 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. Please Note: The Public Service does not charge any fees for applying for posts.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 34/164</u>	:	<u>NURSING ASSISTANT GRADE 1 – (NA 1) REF NO: CHBAH 712 (X10 POSTS)</u> Directorate: Nursing Services (Paediatrics)
<u>SALARY</u>	:	R157 761 per annum, (plus service benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Qualification that allows registration with the SANC as Nursing Assistant. Registration with the SANC as Nursing Assistant and current registration for 2023. No experience required 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.
<u>DUTIES</u>	:	Assist patients with activities of daily living (physical care). Provide elementary clinical nursing care. Maintain professional growth/ethical standards and self-development.
<u>ENQUIRIES</u>	:	Mr. N.B. Mulaudzi Tel No: (011) 933 9779/0134

APPLICATIONS : Applicant should be hand delivered to Human Resources at the Chris Hani Baragwanath Academic (CHBAH), between 8am and 3pm. At CHBAH deliver to Ground floor, Main Admin Building or posted to the Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag x01, Pimville, 1808. (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). 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 : 09 October 2023

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online applications will be considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 792 4851.

CLOSING DATE : 09 October 2023

NOTE : It is a requirement of this position for a candidate to produce a pre-entry certificate issued by the National School of Government prior to appointment. Candidates are required to undergo pre-entry requirement course online to obtain the certificate endorsed by the National School of Government. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. In line with the Department's employments Equity Plan, females and people with disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to

submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

POST 34/165 : **CHIEF DIRECTOR: REGISTRATION AND OPERATING LICENSING REF NO: 109010**
Branch: Transport Services

SALARY : R1 371 558 – R1 635 897 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules, which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Johannesburg
: An undergraduate qualification at NQF Level 7 in Transport Management / Legal or related field as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of Public Transport Services Intergovernmental. Fiscal Relations Act of 1997. Knowledge of GPG political and executive structures. Knowledge of National Land Transport Act 2009. Gauteng Public Passenger Road Transport Act 2001. National Roads Traffic Act. Skills: Strategic capability and leadership, problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness, communication, computer, negotiation, conflict management and change management skills. Planning, organising and negotiation skills.

DUTIES : Manage and control the administration of Operating Licences. Administer the issuance of Operating License in compliance with Legislation. Adjudicate and decide applications for Operating Licenses. Monitor and oversee public transport operations in compliance with legislation. Manage inter and intra provincial public transport stakeholder engagement. Provide Technical Support services to PRE. Provide public transport inspectorate services.

ENQUIRES : Mr Aubrey Motubatse Tel No: (011) 355 7342

POST 34/166 : **CHIEF DIRECTOR: DESIGN AND ENGINEERING SERVICES REF NO: 109006**
Branch: Roads Infrastructure

SALARY : R1 371 558 – R1 635 897 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules, which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS : Johannesburg
: An undergraduate qualification at NQF Level 7 in Civil Engineering or related field as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Professional registration with Engineering Council of South Africa is compulsory. A valid driver's license. Pre-Entry SMS Certificate. Knowledge of Public Service Regulation. Treasury/ Supply Chain. National Roads Traffic Act. Human Resources Matters. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, customer focus and responsiveness communication, computer, negotiation, conflict management and change management skills. Planning and organising skills.

- DUTIES** : Manage the provision of Roads design services. Render geometric design and technical support services. Render structures and technical support services. Render Land Acquisition services. Manage the provisioning of Roads Traffic Engineering services. Provide abnormal loads management services. Manage roads signs and roads marking services. Manage outdoor advertising, tourism and local direction signs. Manage the resources of the component and perform generic management functions. Provide strategic leadership to the component. Manage roads traffic and road safety. Implement the management of plans for road maintenance and road infrastructure. Support the procurement process of resources for the infrastructure procurement project and maintenance. Foster strategic partnership with relevant stakeholder. Provide strategic project management.
- ENQUIRIES** : Mr Mmaphuti Mokobane Tel No: (011) 355 7349
- POST 34/167** : **CHIEF DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 019007**
Branch: Corporate Management
- SALARY** : R1 371 558 – R1 635 897 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules, which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification at NQF Level 7 in Human Resources Management or related field as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Experience in HR strategy setting and business processes and systems. A valid driver's license. Pre-Entry SMS. Competencies: Knowledge: Knowledge of Public Service Regulation. Treasury Regulation. Public Service Act. Labour Relations Act. Employment Equity Act. Employee Health and Wellness prescripts. Human Resources Matters. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer, negotiation, conflict management and change management skills. planning and organising.
- DUTIES** : Manage and monitor the provision of Human Resources Management and Development services. Strategically lead the setting of sound and transparent labour relations in the department. Guide and implement performance management in the department. Review policies related to performance management to align to changes in the institutional environment. Direct career management development programme for the enhancement of professionalism. Lead and implement all recruitment and appointment processes. Design an appropriate HR strategy to provide the enabling environment for the delivery transport and infrastructure services on a city region status. Direct design, compliance and implement of wellness programmes including compliance reporting. Manage establishment control on PERSAL and organisational development. Manage quality assurance on all HR information and processes. Direct the development and updating of risk management registers for the Chief Directorate. Provide Strategic leadership to the Chief Directorate.
- ENQUIRES** : Mr Pule Sekawana Tel No: (011) 355 7385
- POST 34/168** : **DIRECTOR: PUBLIC TRANSPORT OPERATIONS REF NO: 019008**
Branch: Corporate Management
- SALARY** : R1 162 200 – R 1 365 411 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules, which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE REQUIREMENTS** : Johannesburg
: An undergraduate qualification at NQF Level 7 in Transport Management /Logistics Management/ Transport Economics or related field as recognized by SAQA. A minimum of 5 years' experience at Middle/Senior managerial level in transport operations environment. A valid driver's license. Pre-Entry SMS

Certificate. Competencies: Knowledge of Public Service Regulation. Treasury Regulation. Knowledge of DORA and NTLA. Skills: Strategic capability and leadership skills. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness Communication, Computer negotiation, conflict management and change management skills. planning and organising.

DUTIES : Manage and monitor the provision of Public Transport subsidies. Provide compliance with Division of Revenue Act (DORA). Collaborate and engage with stakeholders to facilitate provision of Integrated Public Transport solution. Coordinate the management of day-to-day public transport operations. Review and implement management methodologies and workflow processes for efficiency management. Oversee, monitor and manage the entire budgeting process for the public transport operations business unit. Manage and develop dedicated workforce that is qualified and able to manage the business unit delivery demands. Provide strategic direction and guidance to the business unit.

ENQUIRIES : Mr Aubrey Motubatse Tel No: (011) 355 7342

POST 34/169 : **DIRECTOR: MAINTENCE TECHNICAL AUXILIARY SERVICES, OFFICE SUPPORT AND COORDINATION REF NO: 019011 (X1 POST)**
Branch: Corporate Management

SALARY : R1 162 200 – R1 365 411 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules, which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Johannesburg
REQUIRMENTS : An undergraduate qualification at NQF Level 7 in Civil Engineering or related field as recognised by SAQA. A minimum of 5 years' experience at Middle managerial level (MMS) within transport environment. Knowledge of roads maintenance services will be an added advantage. A valid driver's license. Applicants must be in a possession of Nyukela (Pre-entry certificate to SMS). Competencies: Relevant legislation and Public Service Regulations, understanding of expectations of customers, Engineering professional Act, Gauteng Infrastructure Act 2001, National Land Transport Act 2009, Gauteng Public Passenger Road Transport Act 2001. Skills: Project management methodologies, Business performance management, Community relations, Stakeholder relationship management, Analytical thinking, Policy formulation, Conflict management, financial management, Strategic management, Change/diversity management, Communications (Written and Verbal).

DUTIES : Manage maintenance technical auxiliary services. Manage office support and coordination services. Manage the resources of the component and perform generic management functions. Provide strategic leadership to the component.

ENQUIRIES : Mr Mmaphuti Mokobane Tel No: (011) 355 7349

OTHER POST

POST 34/170 : **CHIEF ENGINEER: RAIL TRANSPORT SERVICES REF NO: 109009**
Branch: Public Transport Services

SALARY : R1 146 540 – R2 156 640 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules, which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Johannesburg
REQUIRMENTS : A Degree (NQF 7) in Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997.

Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development. Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

DUTIES

: Implement the rail strategy and initiatives. Complete the planning, design and execution of projects efficiently to exceed client expectations. Coordinate track design and specifications. Ensure compliance with technical and quality assurance standards. Mentor and train other staff within the group in the area of expertise. Prepare well written and technically sound protocols and reports. Provision of technical input and support the production of tenders as part of the business development process. Develop analysis plans to address development process. Develop analysis plans to address identified clients concerns. Responsible for the planning and coordination of data gathering and data cleaning efforts.

ENQUIRES

: Mr Mmaphuti Mokobane Tel No: (011) 355 7349

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

OTHER POSTS

- POST 34/171** : **HEAD CLINICAL UNIT (UROLOGY) GRADE 1 REF NO: HRM 45/2023 (X1 POST)**
Directorate: Urology Services
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 887 363 – R2 001 927 per annum, (all-inclusive package)
: King Edward VIII Hospital Complex
: Grade 12 / Senior Certificate. A Degree (MBCHB) or equivalent Plus. Registration with HPCSA as a Medical Specialist in Urology Plus. Current registration with HPCSA as Medical Specialist in Urology (2023/2024) 5 years post registration experience as a Medical Specialist-Urology. Recommendation: computer Literacy and 5 years Management experience will be an added advantage. Knowledge, Skills, Training and Competencies Required: An in-dept. knowledge of the functioning of the Urology department, Ability to perform appropriate specialized procedures within the field of expertise, Assessment, diagnosis and management of patients within the field of expertise, Proven academic capabilities and training experience, Sound knowledge of management and human resources, Sound knowledge of current health and Public service legislation and policy, Good communication and supervisory skills, Ability to work within a team, Stress tolerance and self-confidence, Capacity to build and maintain relationships, Good communication skills and Leadership and decision making skills.
- DUTIES** : Management of designated areas of responsibility within the Urology department at King Edward/St. Aidans Hospital, Conducting of clinics, ward rounds and consultations to other disciplines, Drawing up of protocols for patients and ward/clinic management, Performance of procedures relevant to the discipline, Supervision of /participation in post graduate and undergraduate training, Participation in the academic programs of the department, Conducting relevant research within the Department of Urology, Performing regular audits of the Department, Liaising with the hospital management and other agencies to ensure the efficient provision of clinical Urology services at King Edward/St. Aidans Hospital, Providing consultative/support services to peripheral institutions as part of the departments outreach program.
- ENQUIRIES APPLICATIONS** : Dr. KB Bilenge Tel No: (031) 360 3854
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or thandeka.mkhonza@kznhealth.gov.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 09 October 2023
- POST 34/172** : **MEDICAL SUB SPECIALIST REF NO: SUBSPECGASTRO/1/2023**
Department: Gastroenterology
- SALARY** : R1 406 565 per annum, all-inclusive salary package, (excluding commuted overtime)

R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)

R1 753 425 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE REQUIREMENTS

: Inkosi Albert Luthuli Central Hospital
: Degree in medicine (MBCHB) and specialist registration in Internal Medicine and a Certificate in required sub-speciality. Current Registration as a Medical Sub-specialist in Gastroenterology. Full registration with the Health Professions Council as a Medical Practitioner, Certificate of service endorsed by Human Resource Department. Experience: **Grade 1:** No experience required. **Grade 2:** Five (5) years but less than ten (10) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Gastroenterology. **Grade 3:** Ten (10) years and above experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Gastroenterology. Knowledge, Skills, Training and Competences Required: Sound clinical knowledge, skills and experience in gastroenterology. Competence in the clinical evaluation, performance and interpretation of investigations and management within the subspecialty. Excellent human relations, communication, leadership and team building skills. Computer literacy. Sound negotiation, planning, organising, decision making and conflict management skills. Ability to teach undergraduate and post graduate students and participate in research and continuing professional development. Maintain satisfactory clinical, professional and ethical standards in the unit.

DUTIES

: The incumbent of the posts is to assist the Head Clinical Unit in the following areas: Developing and managing the designated subspecialty services for the area. Ensure the efficient and effective provisions of in and out patient service. Formulate policies and procedures for clinical services as required and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all medical staff under their supervision. Assist with quality improvement imperatives including clinical audits, morbidity and mortality reporting and reviewing clinical documentation, clinical governance procedures etc. Ensure that cost-effective service delivery is maintained within the unit. Manage and direct performance and EPMS of junior staff within unit as required. Actively participate in the academic programme for the training of subspecialist fellows. Clinical teaching, examination and administration of undergraduate and postgraduate students. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses and supervise registrar research. Partake in outreach programmes of the unit. After-hours participation in call roster. Assist with additional duties as delegated by the Head Clinical Unit.

ENQUIRIES APPLICATIONS

: Dr VG Naidoo Tel No: (031) 240 1354, Email: naidoo3@ukzn.ac.za
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.

NOTE

: An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large

number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 09 October 2023
- POST 34/173** : **MEDICAL SPECIALIST RADIATION ONCOLOGY REF NO: MEDSPECONC/1/2023**
Department: Radiation Oncology
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : IALCH
: MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA. Experience: **Grade 1:** Experience Not applicable. Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology. **Grade 2:** Five (5) years but less than ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology. **Grade 3:** Ten (10) years and above appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.
- DUTIES** : Provision of holistic care for oncology patients in the Ethekweni Oncology complex including Addington and Inkosi Albert Luthuli Hospitals. Outreach services to Ngwelezane/Queen Nandi Hospital. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated by head of department and the needs of the Province. Participation in provision of postgraduate health personnel teaching, including registrar teaching. Attend and participate in departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance.
- ENQUIRIES APPLICATIONS** : Dr Shona Bhadree Tel No: (031) 240 1920
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref

APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 09 October 2023
- POST 34/174** : **MEDICAL SPECIALIST REF NO: MEDSPECPAEDSENDO/1/2023**
Department: Paediatrics Medical (Paediatric Endocrinology)
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: MBChB; FCPaed (SA) Plus Current registration with the Health Professions Council of South Africa as a Specialist Paediatrician. Registration in the subspecialty of Endocrinology Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required. **Grade 2:** Five (5) years but less than ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). **Grade 3:** Ten (10) years and above appropriate experience as a Medical Specialist after registration with the HPCSA as a Medical Specialist (Paediatrics). Knowledge, Skills, Training and Competencies required: Knowledge of working in general Paediatrics, Paediatric Endocrinology and Ethics. Good communication and supervisory skills. Appropriate specialist assessment, diagnosis and management of patients. Familiarity with procedures and management protocols within the subspecialty of Endocrine. Working with multi-disciplinary teams. Supervision and teaching of Undergraduates and post-graduates. Behavioral attributes: Stress tolerance. Ability to work within a team. Self-confidence. Capacity to build and maintain relationships.
- DUTIES** : The core function of this post is the provision of paediatric endocrinology clinical services. This includes the outpatient consultation and management of inpatient services at IALCH for the subspecialty. Provide consultative and written expert opinion in medico-legal matters for referred patients. Participate in academic and administrative duties. Training of registrars, undergraduate and postgraduate students. The incumbent has to maintain satisfactory clinical, professional and ethical standards related to all services provided. Duties also include participating in the Outreach Programme and conducting appropriate research activities. The incumbent is expected to perform after hour's calls and relief duties.
- ENQUIRIES APPLICATIONS** : Prof PM Jeena Tel No: (031) 240 2046
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current

and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 09 October 2023
- POST 34/175** : **MEDICAL SPECIALIST: UROGYNAECOLOGY REF NO: MEDSPEC UROGYN/1/2023**
Department: Obstetrics and Gynaecology
- SALARY** : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)
- CENTRE** : IALCH and rotations through the Durban Metropolitan Complex of hospitals as delegated by the Head of Department
- REQUIREMENTS** : Medical Specialist qualification in Obstetrics and Gynaecology. Registration with the Health Professions Council of South Africa as a Medical Specialist in Obstetrics and Gynaecology. Recommendation – previous experience in a specialist position. Experience: **Grade 1:** No experience required. **Grade 2:** Five (5) years but less than ten (10) years appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist- Obstetrics and Gynaecology. **Grade 3:** Ten (10) years and above appropriate experience as a Medical Specialist after registration with the HPCSA as Medical Specialist Obstetrics and Gynaecology. Knowledge, Skills, Training and Competencies Required: Sound clinical knowledge and experience in Obstetrics and Gynaecology. Knowledge of current Health and Public Service legislation, regulations and policies including medical ethics, epidemiology and statistics. Good communication, leadership, decision-making and clinical skills.
- DUTIES** : Management of clinical services as delegated. Outpatient and inpatient clinical responsibilities with after-hour participation in designated hospitals as per the departmental call roster. Participate in the development and on-going provision of under- and post- graduate health personnel teaching as per the academic program of the department. Participate in the Quality Improvement Programmes of the Department. Maintain clinical, professional and ethical standards. Maintain necessary discipline over staff under his/her control. Attend to administrative matters as pertains to the Department. Be involved in community-orientated programmes (outreach) including the provision of expert advice and services to all health facilities within the province as delegated.
- ENQUIRIES** : Dr SR Ramphal Tel No: (031) 240 2407 /031 240 2345
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of

registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying. Please note: This is a service post, and is not necessarily linked to being trained as a gynaecological urogynaecologist - the latter requires separate application when the training position is available.

- CLOSING DATE** : 09 October 2023
- POST 34/176** : **MEDICAL SPECIALIST (RADIOLOGY) GRADE 1 REF NO: HRM 44/2023 (X1 POST)**
Directorate: Radiology Services
- SALARY CENTRE REQUIREMENTS** : Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive package)
: King Edward VIII Hospital Complex
: Senior Certificate/Grade 12, MBCHB degree or equivalent qualification Plus, registration certificate with the HPCSA as an Independent Medical Specialist in Radiology Plus current registration with the HPCSA (2023/2024). Grade 1: None to less than 5 years after registration with the HPCSA as an Independent Medical Specialist. Recommendation: Computer Literacy. Knowledge, Skills, Training and Competencies Required: The ability to teach and supervise staff and students, Middle management and research skills, Good administrative, leadership, decision making and communication skills, Able to work in a team, Valid driver's license.
- DUTIES** : Provide specialist radiology services in all imaging modalities to all departments at King Edward VIII Hospital and related referral hospitals, Although involved in all imaging , modalities, successful applicants will have to oversee Mammography/Breast Imaging and Fluoroscopy, Maintain clinical, professional and ethical standards related to these services, To perform, interpret and report radiological procedures and studies, Provide after hour care in accordance with the commuted overtime contract, Training and supervision of staff and students in Radiology, Provide expert opinion where required and consult with specialists on radiological procedures, Participate in Quality Improvement Programs of the Department, Conduct, participate and assist in research, Participate in both academic and clinical administrative activities and duties, Be part of a multi-disciplinary team
- ENQUIRIES APPLICATIONS** : Dr. KT Bilenge Tel No: (031) 360 3854
: All applications must be addressed to the Human Resources Manager, and should be placed in the red application box situated next to the ATM in the Admin. Building or thandeka.mkhonza@kznhealth.gov.za
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. Applicants for employment must be full completed Z83 form and updated CV only Copies of certified qualifications and other relevant documents will be requested from shortlisted candidates. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be

subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 90 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

<u>CLOSING DATE</u>	:	09 October 2023
<u>POST 34/177</u>	:	<u>MEDICAL SPECIALIST: GENERAL SURGERY GRADE 1, 2 OR 3 REF NO: DPKISMH 53/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R1 214 805 – R1 288 095 per annum, (all-inclusive salary package) Grade 2: R1 386 069 – R1 1469 883 per annum, (all-inclusive salary package) Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive salary package) (All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.)
<u>CENTRE REQUIREMENTS</u>	:	Dr Pixley Ka Isaka Seme Memorial Hospital Senior Certificate /Grade 12 or equivalent. An appropriate tertiary qualification (MBCHB). Registration certificate with HPCSA as a Medical Specialist in General Surgery Plus Current registration with HPCSA as a Specialist in General Surgery (2023/2024 receipt). FCS (SA), Mmed. Certificate of Service endorsed by Human Resource Department. Grade 1: Appropriate qualification Plus registration with HPCSA as a Specialist in General Surgery. No experience required. Grade 2: Appropriate qualification Plus five (05) years post registration experience as a Medical Specialist in General Surgery. Grade 3: Appropriate qualification Plus ten (10) years post registration experience as a Medical Specialist in General Surgery. Knowledge Skills Training and Competencies Required: Sound clinical knowledge of General Surgery. Good communication and human relations. Sound knowledge of procedures and protocols within the discipline. Assessment, management and referral of patients. Sound surgical techniques in the operating theatre. Participate in continuing professional development. Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relations.
<u>DUTIES</u>	:	Providing outpatients, inpatients and outreach general surgery services. Teaching and supervision of medical officers and registrars. Ensuring provision of a high-quality and efficient comprehensive general surgery service. Assist with quality improvement initiatives including clinical audits and continued professional development activities aligned to department needs. Assist in the development of management policies and protocols. Perform compulsory commuted overtime. Ability to provide Specialist General Surgery consultation and services. Accept responsibility for administration duties related to the Department of General Surgery. Assess patients, plan, initiate and supervise medical care management. Align clinical service delivery plans with hospital plans and priorities. Willingness to participate in the after-hours call system, with an undertaking to sign a contract to participate in commuted overtime per week, is essential. Develop, maintain and audit the correct implementation of clinical protocols and guidelines. Implement and maintain an efficient, effective and seamless service delivery process within the Institution and referring facilities. Plan and provide continuous medical education to multidisciplinary team members and conduct and stimulate research. Supervision of postgraduate and undergraduate training. Participate in postgraduate and other relevant academic / and training programmes. Participate in the continued medical education programme in the institution. Manage EPMDs of junior staff. Participate in the extended management activities. Develop, implement and monitor quality improvement programmes. Develop and participate in the outreach/in reach programmes. Engage in academic research culminating in the publication of papers in scientific journals or the presentation of the results of such research at scientific congresses. Provide support to the Head of Department, in ensuring an efficient standard of patient care and services are maintained. Leadership and decision-making abilities as well as problem solving and conflict management. Knowledge of Human Resource management. Information management and quality assurance. Ensure the proper and economical use of equipment and other resources.

ENQUIRIES : Dr HA Hlela (Senior Manager Medical Services) Tel No: (031) 530 1471

APPLICATIONS : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed to: Pixley.recruitment@kznhealth.gov.za

FOR ATTENTION : Deputy Director: HRM

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website- www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE : 09 October 2023

POST 34/178 : **MEDICAL SPECIALISTS REF NO: MEDSPECANAESTH/2/2023**
Department: Anaesthetics

SALARY : Grade 1: R1 214 805 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 2: R1 386 069 per annum, all-inclusive salary package, (excluding commuted overtime)
Grade 3: R1 605 330 per annum, all-inclusive salary package, (excluding commuted overtime)

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. FCA (SA) or MMed (Anaes) Plus Current Registration with the Health Professions Council of South Africa as a "Specialist Anaesthesiologist". Candidates who have completed their period of registrar training as registrars may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with the Health Professions Council of South Africa. Additional experience in providing a specialist service as a senior anaesthetist in the sub-specialty areas of Anaesthesia will be considered an advantage. Recommendations: Diploma in anaesthesia and Primary FCA examinations in anaesthesia and experience in Anaesthetics. Experience: **Grade 1:** No experience required. **Grade 2:** plus Five (5) years but less than ten (10) years' experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. **Grade 3:** Ten (10) years and above experience after registration with the Health Professions Council of South Africa as a Medical Specialist in Anaesthesiology. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to supervise and teach junior staff. Demonstrate the ability to work as part of a multidisciplinary team. Proven management ability, sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills. Behavioural Attributes: Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships.

DUTIES : Provide a specialist anaesthesia service and assist the Anaesthetic head of department and heads of clinical units with effective overall management of the

provision of Anaesthetic services based at IALCH. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide a consultative service and expert opinion on Anaesthesia related matters at IALCH within the staffing norms. Provide after-hours (nights, weekends, public holidays) Anaesthetic consultative service for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist the head of department and heads of clinical units with the development and implementation of guidelines, protocols and clinical audits, revising as needed to optimise patient care in the theatres and wards with the resources available. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the Departmental undergraduate and post-graduate teaching programmes. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.

- ENQUIRIES** : Dr L Cronjé Tel No: 031) 240 1805/1804
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 09 October 2023
- POST 34/179** : **PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: DPKISMH 54/2023 (X1 POST)**
- SALARY** : Grade 1: R1 127 631 – R1 249 254 per annum
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate /Grade 12 or equivalent. Master's Degree in Clinical Psychology. Registration certificate with HPCSA as a Clinical Psychologist (Independent Practice). Current registration with HPCSA as a Clinical Psychologist (2023/2024 receipt). A minimum of three (03) years' experience as a Clinical Psychologist in a Public General Hospital. Certificate of Service endorsed by Human Resource Department. All successful candidates will have to spend minimum 1 year in service. Recommendation: Fluency in isiZulu/Xhosa language will be an added advantage. Knowledge Skills Training and Competencies Required: Experience in working with medical professionals, PFMA and MHCA. Commitment to work as a member of Multi-

Disciplinary Team in a Multi-Cultural environment. Leadership, Project management and administrative skills. Data analysis, conflict management and change management skills. Sound knowledge in Psycho-diagnostic, psychotherapy and psychological assessment suitable to hospital settings. Sound knowledge of medico-legal assessment tests and report writing of forensic reports. Sound knowledge of principles, policies, and protocols and act applicable to the profession (Including ethics, mental health and patient risk management. Report writing skills. Excellent verbal and written communication skills. Good interpersonal, decision-making and problem-solving skills. Good time management, planning, organizing and administrative skills. Self-motivation, resilience and dedication to service delivery. Ability to work in a fast-paced environment. Ability to work under pressure. Computer proficiency. Quantitative and Qualitative research skills.

DUTIES

: General management of the Psychology Department. Facilitate effective, efficient and economical use of allocated resources including human resources. Supervision of Clinical Psychologists including EPMDs and performance of RWOPRS. Liaison with other stakeholders to promote quality of care within the institution. Work closely with clinical departments to promote quality of service rendered. Monitor and control overtime usage as required by the institution to challenge the stigma. Sound knowledge and ability to intervene in substance use related conditions. Handle psychiatric patients and keep accurate records as required by MHCA and Health District office. Participate in academic and education on mental health related issues. Monitor caseload and quality of services rendered. Demonstrate ability to take the department to the next level. Adherence to the ethical code of conduct thorough the scope of practice. Develop Standard Operational Procedures (SOP's) and other relevant referral and treatment protocols. Hosting and participation in meetings and policy committee. Oversee the professional, ethical and adequate provision of services to the patients. Provide clinical psychology services and expert opinion in the Department of Health and other government departments.

**ENQUIRIES
APPLICATIONS**

: Dr N Mpuku (Manager Medical Services) Tel No: (031) 530 1424
: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed to: Pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 09 October 2023

- POST 34/180** : **MEDICAL OFFICER ANAESTHETICS REF NO: MO-ANAEST/1/2023 (X2 POSTS)**
 Department: Anaesthetics
- SALARY** : Grade 1: R906 540 per annum, (all-inclusive salary package), excluding commuted overtime
 Grade 2: R1 034 373 per annum, (all-inclusive salary package), excluding commuted overtime
 Grade 3: R1 197 150 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : IALCH
 : Senior Certificate (Matric). MBCHB or equivalent qualification registered with the HPCSA. Current Registration with the Health Professions Council of South Africa, Independent practice. Candidates who have completed their period of registrar training but still awaiting specialist registration are also encouraged to apply. **Grade 1:** requires appropriate qualification plus registration with the Health Professions Council of South Africa. **Grade 2:** requires appropriate qualification, registration certificate plus Five (5) years but less than ten (10) experience after registration with the Health Professions Council of South Africa, independent practice. **Grade 3:** requires appropriate qualification, registration certificate plus 10 years' Ten (10) years and above experience after registration with the Health Professions Council of South Africa, independent practice. Recommendations: Diploma in Anaesthesia a recommendation. Experience in anaesthesia at registered training institutions. Knowledge, Skills, Training and Competencies: Knowledge and skills in Clinical Anaesthesia, including Emergency, Medical and Surgical Care and Acute and Chronic Pain. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, planning, organising, and decision-making and interpersonal skills.
- DUTIES** : Stress tolerance, to work within a team, self-confidence and the ability to build and maintain good relationships. Provide an anaesthesia service under appropriate supervision. Assist with management of patients with acute and chronic pain in the wards and Pain Clinic. Provide after-hours (nights, weekends, public holidays) onsite anaesthetic cover for the theatres and units based at IALCH within the commuted overtime contract. Assist with preoperative assessment of patients in the wards or in the pre-anaesthetic clinic. Maintain clinical, professional and ethical standards related to these services. Assist with auditing the activity and outcomes of service of the Anaesthetic Department. Be part of the multi-disciplinary team to optimise patient care and use of Human and other resources. Be actively involved in the departmental meetings and teaching programs. Participate in both academic and clinical administrative activities. Participation in commuted overtime is compulsory.
- ENQUIRIES APPLICATIONS** : Dr. L Cronjé Tel No: (031) 240 1804/5
 : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC

(Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 09 October 2023
- POST 34/181** : **MEDICAL OFFICER: PAEDIATRIC HIGH AND CRITICAL CARE, RADIOLOGY (SEDATION)**
Department: Paediatric and Child Health
- SALARY** : Grade 1: R906 540 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R1 034 373 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 197 150 per annum, (all-inclusive salary package), excluding commuted overtime
- CENTRE REQUIREMENTS** : Inkosi Albert Luthuli Central Hospital
: Current registration with Health Professions Council as a Medical Practitioner. Completed of Community Service. Experience in Paediatrics will be an advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Practitioner with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years but less than ten (10) appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Six (6) Years' relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years and above appropriate experience as a Medical Officer after Registration with HPCSA as a Medical Practitioner. Eleven (11) years relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Knowledge and skills in Paediatrics including emergencies. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning, organising, leadership, decision-making and interpersonal skills.
- DUTIES** : The candidate will be expected to work in the Paediatric Medical service which includes neonatal and paediatric Intensive care, high care, Paediatric subspecialty services and within the Radiology Department providing sedation. After-hours clinical participation in the call roster. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain (in-patient, out-patient and after-hours). Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes and research. To assist in outreach and teaching when required.
- ENQUIRIES APPLICATIONS** : Prof PM Jeena Tel No: (031) 240 2046
: All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current

and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 09 October 2023
- POST 34/182** : **MEDICAL OFFICER (GRADE 1,2,3) REF NO: GS 73/23**
Component: Internal Medicine
- SALARY** : Grade 1: R906 540 per annum
Grade 2: R1 034 373 per annum
Grade 3: R1 197 150 per annum
All-inclusive package consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted Overtime which is subject to the needs of the department. Incumbents will have to sign the commuted overtime contract form annually.
- CENTRE REQUIREMENTS** : Greys Hospital: Pietermaritzburg Complex
: Senior Certificate (Grade 12) or equivalent, MBCHB Degree or equivalent qualification Plus Current Registration with the Health Professions Council of South Africa as an Independent Medical Practitioner. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department. Non-Community Service applicants: must have Independent Medical Practitioner registration at the time of the interview. Community Service doctor applicants: must have Independent Medical Practitioner registration by the time of appointment. **Grade 1:** Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: ACLS course completed (current valid certificate). Studying for, or successfully completed, Primary (Part 1) examinations in Internal Medicine. Studying for, or successfully completed, Diploma in Internal Medicine. Knowledge, Skills and Experience: Sound clinical and patient management skills; human resource management; information management; quality assurance programs. Current health and public service legislation, regulations and policy, and medical ethics.
- DUTIES** : Medical care of patients: Level of care required – medical care appropriate to Grey's Hospital, a tertiary and referral health facility; Sub-discipline rotations – terms of duty in any or all sub-disciplines of Internal Medicine will be required and will include Neurology, Dermatology and ICU, depending on the needs of the services, Overtime requirements – commuted overtime is mandatory if required by operational demands, Geographical limits – the post(s) will be

based at Grey's but you will be expected to perform duties at various health facilities, which will include rotations at facilities within the Pietermaritzburg metropole (Edendale, Northdale and Greys Hospital). Outreach services to facilities in Area 2 may be required either regularly or from time to time. Administration and management: Supervise junior medical staff, including in clinical work, attendance, time management, conflict management etc, Service logistics – assist in administrative aspects of running the Department e.g. roster and rotation planning, clinical and operational protocol development, Quality improvement – assist and participate in quality improvement, including audits. Medico-legal matters – assist with medico-legal tasks such as medical reports for insurance claims, mortality and morbidity analysis etc. Academic programme: Training - provide in-service training to staff or be a recipient of in-service training, as appropriate for a medical officer and to meet the needs of the service, Teaching – participate in under-graduate and post-graduate training programmes (teaching, examinations, administration etc) as required by the programmes and appropriate for a medical officer, Academic activities – active participation in academic activities such as journal clubs, academic presentations etc. Research – participate in departmental research. Initiation and performance of research is optional but desirable.

- ENQUIRIES** : Dr M.K. Bizaare Tel No: (033) 897 3289
- 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 only. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 09 October 2023
- POST 34/183** : **MEDICAL OFFICER GRADE 1, 2 & 3 REF NO: EGUM 30/2023 (X1 POST)**
- SALARY** : Grade 1: R906 540 – R975 738 per annum
Grade 2: R1 034 373 – R1 129 116 per annum
Grade 3: R1 197 150 – R1 491 627 per annum
Plus 13th cheque/service bonus plus Rural allowance 18% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital
- REQUIREMENTS** : Matric or senior certificate. A tertiary medical qualification: MBCHB Degree. Registration with the Health Professional Council of South Africa as an Independent Medical Practitioner. Current registration with the Health Professional Council of South Africa (HPCSA 2023 – 2024 Annual Practice). Current and previous experience endorsed and stamped by Human Resource (Employment History). **Grade 1:** One (1) year relevant experience after registration as a Medical Practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years post registration experience as Medical Practitioner, Six (6) years relevant experience after registration as a Medical practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years post registration experience as Medical Practitioner, Eleven (11) years relevant experience after registration as a Medical practitioner with a recognised Foreign Health Professional Council in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical problems including emergencies in all disciplines of medicine. Clinical knowledge and surgical skills as a generalist. Experience in Out-patients, Casualty and ward areas of a District Hospital. Good communication skills, leadership and decision making qualities.
- DUTIES** : Manage patients presenting to district level OPD, In-patients services and acute medical Emergencies. Ensure the provision of safe, ethical and high quality medical care. Manage and handle medicine and surgical emergencies, gynecological and obstetrics, PHC coverage. Provide after hour's medical service as per on call roster, including obstetric services and anesthetic.

Manage and facilitate the formulation of medical service policies and procedures of the institution and ensure that these are in line with the current statutory regulations and code of ethics. Assist with the development, maintaining and updating of clinical protocols. Assist in training of CSO in the institution. Ensure that Clinical audits, Standard Treatment Guidelines and quality assurance initiatives are implemented. Participate in National Core Standards assessment, Infection Control, Ideal Clinic Realization and Ideal Clinic Realization and etc. Participate in Perinatal, PIPP/CHIPP, information sharing meetings adverse events, complaints management, specimen gatekeeping and etc.

**ENQUIRIES
APPLICATIONS**

: Ms. NF Mxhalisa Tel No: (039) 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 09 October 2023 @ 16H00 afternoon

POST 34/184

: **MEDICAL OFFICER (GRADE 1,2,3) REF NO. GS 74/23**
Component: Emergency Department

SALARY

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

**CENTRE
REQUIREMENTS**

: Greys Hospital: Pietermaritzburg Complex
: Senior Certificate (Grade 12) or equivalent, MBCHB Degree or equivalent qualification Plus Registration with the Health Professions Council of South Africa as a Medical Practitioner. Only shortlisted candidates will be required to submit proof of experience/certificate of service endorsed by HR Department.

Grade 1: Experience: Not Applicable. Foreign qualified candidates require 1 year relevant experience after registration as a Medical Practitioner with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Experience: 5 years appropriate experience as a Medical Officer after registration with the HPCSA as a Medical Practitioner. Foreign candidates require 6 years relevant experience after registration with a recognized Foreign Health Professional Council, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Experience: 10 years experience after registration with the HPCSA as a Medical Practitioner. Foreign qualified candidates require 11 years relevant experience after registration as Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required performing community service as required in South Africa. Recommendations: Prior clinical care experience in Emergency Medicine will be considered as an advantage at short-listing. ACLS, ATLS, PALS, Dip. PEC. Knowledge, Skills and Experience: Sound clinical and patient management skills; Possess High clinical acumen and resuscitation skills fitting for a Tertiary Hospital ED, Ability to diagnose and manage all emergencies (Adult and Paediatric) in all disciplines, Knowledge and skills in emergency care, trauma, including emergency diagnostic and therapeutic procedures; Disaster, outbreak and risk management, Assist with the maintenance of standards of care, clinical governance framework within the department. Assist with the training & development AND supervision & support of CSOs, interns and students in the Department. Triaging and patient scheduling, Information management; completion of ICD10 coding; death notification and certifications; RAF; WCA; J88; as required. Participate in Quality assurance programs; and academic activities, Ability to work under stress and maintain a good working relationship at all times with all stakeholders, including public/private sector, Good time management skills, meeting tight deadlines, punctuality, Excellent communication skills (verbal and written), Knowledge of current health and public service legislation, regulations and policy, and medical ethics.

- DUTIES** : Clinical responsibility in Emergency Medicine and competence to run the ED floor. Processing of medical reports (including J88 forms, WCA, RAF, etc.) Management reports, e.g. statistics of patients managed, classification of cases, etc. Managing complaints effectively. Compulsory attendance and participating in audits, M&M meetings, QIP's etc. Adhering to existing policies and procedures. Participate actively in disaster management and resuscitation activities. Participation in ED duties as rostered. Overtime is compulsory. Work as part of a team within the Pietermaritzburg Metropolitan Complex Hospitals.
- ENQUIRIES APPLICATIONS FOR ATTENTION NOTE** : Dr P Ramraj Tel No: (033) 897 3172/ 0826504864
 : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200
 : Mrs M. Chandulal
 : 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 only. Applicants must fill all sections of Z83. The Employment Equity Target for this post is: African Male and African Female.
- CLOSING DATE** : 09 October 2023
- POST 34/185** : **DEPUTY DIRECTOR: DISTRICT HEALTH SERVICE DELIVERY&PLANNING REF NO: ILE15/2023 (X1 POST)**
 Component: ILE: DIV: HR PLAN&OIS
- SALARY** : R811 560 per annum. Benefit: 13thCheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE REQUIREMENTS** : Ilembe Health District Office
 : Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, A Bachelor Degree/National Diploma in the field of Human Science/ Administration or in Health Sciences Plus A minimum of five (5) years Managerial experience of which 2 years must be an experience in District Health Systems. A Valid Drivers' license. Computer literacy (MS Office programmes) previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted above mentioned documents need not be attached

on application but will be requested only if shortlisted. Sound project management skills. Ability to make independent decisions. Strong communication and presentation skills. Understanding of data and information management processes, the critical need for reliable district health information. Decision making, time management, facilitation skill, risk management and good interpersonal relation skills. Managerial and facilitation skills.

DUTIES : Ensure development of the District Infrastructure Development Plan, the implementation and monitoring thereof as well as the provisioning of technical support to institutions. Manage and oversee the development of the annual District Health Service delivery plan in conjunction with Programme managers and Institutions. Manage the provision of information in the District to enable sound monitoring and evaluation activities and to inform decision-making processes. Ensure the timeous development of District Resource Plan (HR Plan, Budget, Procurement Plan) facilitate implementation, monitor, evaluate and report thereof inclusive of the provision of technical support to institutions. Oversee the coordination, integration and development of inputs into the District Health Plan to ensure that the final Plan is in line with the Strategic and Service Transformation Plans of the Department and other policy directive. Manage the utilization of resources allocated to the section inclusive of the Development of staff. Facilitate quarterly reviews, analyses results and realign strategies to improve service delivery at health institution and clinics in the ILembe District. Ensure the development, implementation and maintenance of a reliable District Health Information System in line the departmental policy and system imperatives.

ENQUIRIES : Dr R. Sahadeo: Deputy Director, Planning, Monitoring & Evaluation, ILembe Health District Office Tel No: (032) 437 3500

APPLICATIONS : Please forward all applications to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or Hand delivered to: 1 King Shaka Street, King Shaka Centre, and KwaDukuza, 4450 or Email to llembe.HRJobapplication@kznhealth.gov.za

FOR ATTENTION : Human Resources Management Department

NOTE : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. ILE/03/2022. Detailed Curriculum Vitae (CV). Information such as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application only Z83 and CV required. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

CLOSING DATE : 13 October 2023

POST 34/186 : **ASSISTANT MANAGER NURSING PHC REF NO: AMN PHC 39/2023**

SALARY : R683 838 - R767 184 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.

CENTRE : Eshowe District Hospital

REQUIREMENTS

: Grade 12/Standard 10 / Matric. National Diploma/ Degree in nursing that allow evaluation in health care environment. A minimum of 10 years Appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 6 of period referred above must be appropriate/ recognisable experience after obtaining post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate / recognised experience at Management level. Current registration with South African Nursing Council (SANC). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Competencies and Training Required: Knowledge of nursing care process and procedures, nursing statutes, and other relevant legal frameworks i.e. Nursing Act, Occupational Health& Safety Act, Patient's Right charter, Batho Pele principles, Public Service Regulations, Handling of Misconduct and grievance procedure. Etc. Leadership, organizing, decision making and problem solving abilities. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Team building and interpersonal relations. Good communication skills. Computer.

DUTIES

: Strategically lead and supervise PHC services to provide quality nursing care within the catchment area. Manage and supervise all PHC units involving all stakeholders. Ensure facilitation of an integrated planning and implementation of all services/ programs aligning to those of the department. Ensure that all Priority programs are implemented, facilitate the realization and maintenance of ideal clinical program. Analyse operational imperatives set in the National PHC package, National Norms and standard, policies and guidelines for implementation of better outcomes. Monitor and evaluate staff performance in terms of Employee Performance Management Development systems (EPMDS). Deal with disciplinary and grievance matters including monitoring and managing absenteeism. Participate in Operation Sukuma Sakhe. Support PHC re –engineering by ensuring that outreach teams are functional. Analyse, Facilitate, and interpret statistics including PHC programme indicators.

ENQUIRIES

: Deputy Manager Nursing: Mr MT Dube Tel No: (035) 473 4500

APPLICATIONS

: Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.

**FOR ATTENTION
NOTE**

: Mrs GZ Dube: Human Resource Manager

: 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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

CLOSING DATE

: 13 October 2023

POST 34/187 : **OPERATIONAL MANAGER NURSING – PRIMARY HEALTH CARE REF NO: EGUM 35/2023 (X1 POST)**

SALARY : R627 474 – R703 752 per annum. Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

CENTRE REQUIREMENTS : E G & Usher Memorial Hospital – Gateway Clinic
Grade 12 Certificate or equivalent. Degree/Diploma in General Nursing plus 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Current registration with SANC as a General Nurse with Midwifery (2022 receipt). A Minimum of 9 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC). Five (5) years of the period referred to above, must be appropriate / recognized experience after obtaining a 1 year post basic qualification in Clinical Nursing Science, Assessment, Diagnosis, Treatment and Care. Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only). Knowledge, Skills, Training and Competencies Required: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, Occupational Health and Safety Act, Public Service Regulations, Labour Relations Act, disciplinary code and procedures, grievance procedures etc. Knowledge of SANC rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes Batho Pele principles and Patient Rights Charter. Insight into procedures and policies pertaining to Nursing care. Human Resource Management and Basic financial management skills. Leadership organisational, supervisory and report writing skills. Good communication, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Computer skills in basic programmes. Recommendation: Training certificate on Nurse initiated and management of ART (Nimart). Possession of Driver's licence (code 8 or 10).

DUTIES : Monitor provision of quality and comprehensive primary health care package, ICSM in the Clinic. Assist in planning, organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including participating actively in Operation Sukuma Sakhe Programme. Work as part of the multidisciplinary team to ensure good service delivery care. Demonstrate effective communication with patients, community and multidisciplinary team. Participate in the attainment of National Core Standards Status. Contribute to the ideal Clinic realization and maintenance (ICRM) status. Provide direct and indirect supervision of all staff within the unit and give guidance. Demonstrate and understanding of Human Resource and Financial Management Policies and Procedures. Monitor and evaluate the care and management of all patients through clinical audits. Monitor implementation of PHC Re-Engineering in the clinic, including ICDM. Monitor implementation and performance on indicators on daily, weekly and monthly basis, provide feedback to management, analyze data and draw up quality improvement plan and implementation plan. Exercise control of discipline and any other Labour Related issues in terms of laid down procedures. Ensure complaint management is functional of in the Clinic. Ensure functionality of the Clinic committee programme so that community involvement and participation is achieved.

ENQUIRIES : Mr. DB Nkosi Tel No: (039) 797 8100

APPLICATIONS : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

FOR ATTENTION NOTE : Human Resource Department
The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the

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

- CLOSING DATE** : 09 October 2023 @ 16H00 afternoon
- POST 34/188** : **ASSISTANT DIRECTOR: AUDIOLOGY REF NO: PSH 69/2023 (X1 POST)**
- SALARY** : R578 367 per annum
- CENTRE** : Port Shepstone Regional Hospital
- REQUIREMENTS** : Grade 12, Diploma/Degree as an Audiologist. Minimum of 8 years' experience after registration as an Audiologist of which 5 years must be appropriate experience in Management. Registration with HPCSA as an Audiologist. Knowledge, Skills and Experience: Sound knowledge of clinical and patient management skills within the discipline. Ability to provide overtime during weekend. Ability to assess, diagnose and manage patients. Good communication skills. Sound ethical practice skills. Knowledge of data verification procedure and budgeting.
- DUTIES** : Present department on various meetings including cash flow. Monthly in-service training. Development, implementation and supervision of quality improvement programmes within the Audiology department. Development, implementation of assessment, protocols and guidelines in line with local and international standards and best practice. Provide continuous professional development. Monitor and control all expenditure in the department. Conduct employee performance and development system. Overs the day to day management, administration and supervising of clinical services. Ensure that audiology services comply with health and safety and IPC regulations.
- ENQUIRIES** : Dr M Panajatovic Tel No: (039) 688 6044 or Dr PB Dlamini Tel No: (039) 688 6147
- APPLICATIONS** : Detailed Application for employment (Z83) and Curriculum Vitae should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION NOTE** : ZM Zulu
: Detailed Application for employment (Z83) and Curriculum Vitae. Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive

outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

<u>CLOSING DATE</u>	:	09 October 2023
<u>POST 34/189</u>	:	<u>ASSISTANT DIRECTOR: DIETETICS REF NO: PSH 70/2023 (X1 POST)</u>
<u>SALARY</u>	:	R578 367 per annum
<u>CENTRE</u>	:	Port Shepstone Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12, Diploma/Degree as a Dietitian. Minimum of 8 years' experience after registration as a Dietitian of which 5 years must be appropriate experience in Management. Registration with HPCSA as a Dietitian. Knowledge, Skills and Experience: Sound knowledge of clinical and patient management skills within the discipline. Ability to provide overtime during weekend. Ability to assess, diagnose and manage patients. Good communication skills. Sound ethical practice skills. Knowledge of data verification procedure and budgeting.
<u>DUTIES</u>	:	Present department on various meetings including cash flow. Monthly in-service training. Development, implementation and supervision of quality improvement programmes within the Dietetics department. Development, implementation of assessment, protocols and guidelines in line with local and international standards and best practice. Provide continuous professional development. Monitor and control all expenditure in the department. Conduct employee performance and development system. Overs the day to day management, administration and supervising of clinical services. Ensure that dietetics services comply with health and safety and IPC regulations.
<u>ENQUIRIES</u>	:	Dr M Panajatovic Tel No: (039) 688 6044 or Dr PB Dlamini Tel No: (039) 688 6147
<u>APPLICATIONS</u>	:	Detailed Application for employment (Z83) and Curriculum Vitae should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X5706, Port Shepstone, 4240.
<u>FOR ATTENTION</u>	:	ZM Zulu
<u>NOTE</u>	:	Detailed Application for employment (Z83) and Curriculum Vitae. Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	09 October 2023
<u>POST 34/190</u>	:	<u>ASSISTANT DIRECTOR: OPTOMETRY REF NO: PSH 71/2023 (X1 POST)</u>
<u>SALARY</u>	:	R578 367 per annum
<u>CENTRE</u>	:	Port Shepstone Regional Hospital
<u>REQUIREMENTS</u>	:	Grade 12, Degree as an Optometrist. Current registration with HPCSA as an Optometrist. Minimum of 8 years' experience after registration as an Optometrist of which 5 years must be appropriate experience in Management. Knowledge, Skills and Experience: Sound knowledge of clinical and patient management skills within the discipline. Ability to provide overtime during weekend. Ability to assess, diagnose and manage patients. Good communication skills. Sound ethical practice skills. Knowledge of data verification procedure and budgeting.
<u>DUTIES</u>	:	Present department on various meetings including cash flow. Monthly in-service training. Development, implementation and supervision of quality improvement programmes within the Ophthalmology department. Development, implementation of assessment, protocols and guidelines in line with local and international standards and best practice. Provide continuous professional development. Monitor and control all expenditure in the department. Conduct employee performance and development system. Overs the day to day management, administration and supervising of clinical services.

		Ensure that Ophthalmology services complies with health and safety and IPC regulations.
<u>ENQUIRIES</u>	:	Dr M Panajatovic Tel No: (039) 688 6044 or Dr PB Dlamini Tel No: (039) 688 6147
<u>APPLICATIONS</u>	:	Detailed Application for employment (Z83) and Curriculum Vitae should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X5706, Port Shepstone, 4240.
<u>FOR ATTENTION NOTE</u>	:	ZM Zulu
	:	Detailed Application for employment (Z83) and Curriculum Vitae. Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
<u>CLOSING DATE</u>	:	09 October 2023
<u>POST 34/191</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST: GRADE 1 REF NO: HRM 75/2023 (X1 POST)</u>
<u>SALARY</u>	:	R520 785 – R578 367 per annum, including 13th cheque, medical aid (optional), housing allowance (employee must meet prescribed conditions)
<u>CENTRE REQUIREMENTS</u>	:	King Edward VIII Hospital complex
	:	Matric/Senior Certificate or equivalent qualification PLUS Degree / Diploma in Occupational Therapy Plus Registration certificate with HPCSA as an Occupational Therapist Plus Current registration with HPCSA as an Occupational Therapist (2023) A minimum of 3 years relevant experience after Registration with HPCSA as an Occupational Therapist. Recommendations: Computer Literacy, Relevant experience in Cerebral Palsy Intervention, Special Seating and Medico-Legal cases. Knowledge, Skills, Training and Competencies Required: Sound Knowledge and skill in OT Paediatric and general diagnostic and therapeutic procedures, Good Skills and knowledge in the use of OT equipment and assistive devices, Good Skill and knowledge in the treatment and management of children with Cerebral Palsy including seating needs, Experience with involvement in Medico legal Management, Experience in conducting Functional Capacity Evaluations and report writing, Good Knowledge of Institutional Administrative tasks and duties, Good Knowledge of Ethical code and scope of practice, Knowledge of relevant health acts and legislation that governs KZN and profession eg Health and Safety, National health Act etc., Excellent verbal and written communication Skills, Ability to problem-solving and apply analytical processes to patient care and management processes, Good interpersonal skills, Ability to plan and work well within a Multidisciplinary team.
<u>DUTIES</u>	:	Perform all delegated Clinical and management responsibilities within applicable legislation, Manage all Medico legal case work including assessment, treatment report writing and other administrative and practical aspects of the Management unit, Treat and manage a Clinical caseload including practical teaching and mentorship, Ensure a comprehensive paediatric and general OT service encompassing assessment, treatment, caregiver training, community/ home / clinic visits, outreach, group work, block therapy and assistive device manufacture, issue and replacement including specialized seating and wheelchairs/buggies, Involvement in outreach program to Sister Hospital, Assessment and treatment in Psych unit if required, Contribute to the development and implementation of Quality Improvement Programs, clinical guidelines, audit (infection control, ideal hospital etc) as delegated, Provide supervision, support and mentorship to junior staff and students as delegated, Participate in professional development programs and teaching, Assist Manager with Planning and implementation of Operational and Procurement plans and budget analysis for the department, Contribute to compilation of budget for adequate equipment, Consumables and assistive devices in line with clinical services rendered, Assume effective administrative

responsibilities: report writing, statistics, audits, meetings, legal report writing, labour relations, leave, policy documents etc., Ensure good interpersonal skills with staff, patients and other role players within the institution, Assist to ensure a cost effective service with adequate resources, Support the Manager with all transformative and additional management tasks as required to.

**ENQUIRIES
APPLICATIONS**

: Dr. J.V.W. Kalala Tel No: (031) 360 3022
: All applications can either be submitted via email to twigg.garib@kznhealth.gov.za or hand delivered at King Edward VIII Hospital complex and placed in the red box marked "applications" next to the ATM in the Administration building.

NOTE

: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary Plus proof of previous and current experience (certificate of service) and stamped by HR, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref KE 28/2023. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Persons with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying).

CLOSING DATE

: 09 October 2023

POST 34/192

: **CHIEF PHYSIOTHERAPIST REF NO: EGUM 32/2023 (X1 POST)**

SALARY

: Grade 1: R520 785 per annum. Plus 13th cheque/service bonus plus Rural allowance 12% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)

**CENTRE
REQUIREMENTS**

: E G & Usher Memorial Hospital
: Matric/Senior Certificate. Degree / National Diploma in Physiotherapy; and Current registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. A minimum of 3 years relevant experience after registration with HPCSA as a Physiotherapist. Annual HPCSA registration. Computer Literacy. NB: Certificate of service from previous employers is compulsory, please include verification of employment from current employer, which must be signed and endorsed by Human Resource Management. All the required attachments /proof will be submitted by shortlisted candidates only). Recommendation: Possession of Valid driver's license code 08 (B) or 10 (C1).

DUTIES

: Execute all physiotherapy supervisor duties, functions and responsibilities to the best of ability and within all applicable legislation. Provide a consultative physiotherapy and rehabilitation services to health professionals and patients. Assist in developing protocols to ensure that physiotherapy and rehabilitation services comply with occupational health and safety. To solve complex professional problems and policy issues by exercising sound judgment on the best possible outcome. Maintain the optimal utilisation of human resources in the rehabilitation department. Assist in providing advice and guidance on the selection and purchase of rehabilitation equipment whilst ensuring quality cost effectiveness. Provide clinical training to physiotherapy students from tertiary institutions. Respond to the priorities of transformation within rehabilitation department.

**ENQUIRIES
APPLICATIONS**

: Dr. NF Mxhalisa Tel No: (039) 797 8100
: Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being

**FOR ATTENTION
NOTE**

unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

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

CLOSING DATE

: 09 October 2023 @ 16H00 afternoon

POST 34/193

: **OPERATIONAL MANAGER- GENERAL STREAM REF NO: PSH 73/ 2023 (X1 POST)**

SALARY

: R497 193 per annum. Other Benefits: 12% Rural Allowance, Medical Aid (optional) and Housing Allowance (employee must meet prescribed requirements).

**CENTRE
REQUIREMENTS**

: Port Shepstone Regional Hospital
: Matric/Senior Certificate, Degree / Diploma in General nursing science, Diploma in Midwifery nursing science, Diploma in Psychiatric nursing science. Computer certificate. Current registration with South African Nursing Council as a general nurse, midwife/Accoucher and psychiatric nurse. A minimum of 7 years appropriate / recognizable experience in nursing after registration as a General nurse, midwife and psychiatric nurse in a hospital environment. Current SANC Receipt for 2022. NB: Shortlisted candidates will be advised to submit proof of working experience endorsed by Human Resource Department/ Employer, qualification certificates and SANC receipt. Knowledge, Skills and Experience: Leadership, management, planning, organizing and co-ordination skills. Knowledge of relevant Acts, prescripts, policies and procedures governing health care service delivery. Clinical competencies and policy formulation. Sound knowledge of nursing care delivery approaches and scope of practice in the areas under their control. Sound knowledge of priority programs, clinical guidelines, protocols, policies and procedures. Good communication, interpersonal, negotiation, decision-making, problem-solving, conflict management, counselling, teaching, mentorship and supervisory skills. Basic financial management skills. Knowledge of Code of Conduct, Labour Relations and related policies.

DUTIES

: Ensure adequate supervision of staff and provision of quality patient care in an efficient and cost-effective manner. Facilitate and strengthen implementation of health care service delivery policies, procedures, clinical guidelines, protocols, plans and strategies aimed at achieving service excellence. Participate and ensure implementation of Regulated Norms and Standards, National Health Priorities, Ideal hospital and maintenance realization, Batho

Pele principles, quality improvement initiatives including national priority program plans. Identify staff training needs, ensure that effective development takes place and monitor performance thereof. Ensure that KZN priority objectives are met and demonstrate effective communication with staff, patients, colleagues and clinicians including report writing and presentation and ensure effective and efficient management and utilization of resources including staff, material, financial, etc. Exercise control of discipline, grievance and labour relations in terms of laid down policies and procedures. Participate in analysis, formulation, implementation and review of hospital and unit standard operating procedures, standards and procedures. Take charge ship of hospital after hours in the absence of senior management. Ensure efficient data flow and information management and maintain client and staff satisfaction through setting and monitoring of service standards. Demonstrate adequate knowledge of Covid-19 protocols. Attend meetings held in the institution/outside.

- ENQUIRIES** : Mrs MC Maqutu Tel No: (039) 688 6117
- APPLICATIONS** : Detailed Application for employment (Z83) and Curriculum Vitae should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X5706, Port Shepstone, 4240.
- FOR ATTENTION** : ZM Zulu
- NOTE** : Detailed Application for employment (Z83) and Curriculum Vitae. Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.
- CLOSING DATE** : 09 October 2023
- POST 34/194** : **CLINICAL PROGRAMME COORDINATOR (HAST) GRADE 1 REF NO: UMZIN/ 22/2023**
- SALARY** : R497 193 per annum. Other Benefits: 13th cheque. Medical aid: Optional, Homeowner's allowance: Employee must meet prescribed requirements, Rural allowance on claim basis.
- CENTRE** : Umzinyathi Health District Office
- REQUIREMENTS** : An appropriate B Degree/National Diploma or equivalent qualification in Nursing Plus Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC; plus. Valid Driver's License. Recommendations: Previous experience in the HAST programme. Experience and exposure to data information systems e.g. tier.net, web. dhis, synch etc. Knowledge, Skills and Competencies Required: Project management. Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.
- DUTIES** : Lead the HAST Team at a District level whilst supporting the Sub-District HAST teams to achieve and sustain the 95 95 95 targets. Coordinate HIV/AIDS counselling and testing, Anti-Retroviral Treatment (ART), Sexually Transmitted Infections (STI), TB and HIV integration of programs in the District. Develop and implement the HIV and AIDS business plan whilst working closely with the HAST Finance Manager. Conduct facility support visits to ensure proper implementation of HIV and AIDS guidelines. Develop and implement quality assurance programs for HAST to ensure compliance with Norms and Standards and ICRM prescripts. Promote a good and sound working culture with other District and Sub-District Program Managers through integration of health programs. Ensure implementation of HIV and AIDS preventive strategies at a community level whilst working with all community cadres to

ensure realization of the Community Based Model. Promote Intersectoral collaboration through Operation Sukuma Sakhe (OSS). Monitor and evaluate HAST indicators at all levels and compile and present DQPR reports. Attend all Provincial, District and Sub-District meetings and prepare HAST presentations in accordance with stipulated requirements. Liaise with Civil Society, State Aided Institutions and all relevant stakeholders in planning District HAST activities. Work closely with supporting partners, District Adherence Facilitator and District Social Worker. Ensure that the District and Sub-District Nerve Center meetings sit as per District SOP.

- ENQUIRIES** : Mrs. S Sibiya Tel No: (034) 299 9114
- APPLICATIONS** : All applications can be hand delivered at The Human Resource Manager, 34 Wilson Street, Umzinyathi Health District Office, Dundee, 3000, Private Bag X2052, Dundee, 3000.
- FOR ATTENTION** : Human Resource Office
- NOTE** : Please note that due to financial constraints, there will be no payment of S&T claims.
- CLOSING DATE** : 13 October 2023
- POST 34/195** : **PROFESSIONAL NURSE SPECIALTY OPERATING THEATRE & SDU REF NO: CBH34/ 2023 (X1 POST)**
- SALARY** : R431 265 – R497 193 per annum. Other Benefits: Medical Aid: optional, commuted overtime, 13th Cheque, 8% Rural Allowance
- CENTRE** : Catherine Booth Hospital
- REQUIREMENTS** : Standard 10 or Grade 12. Degree / Diploma in General Nursing and Midwifery. A Post Basic Diploma in Operating Theatre. A minimum of 4 years appropriate / recognizable experience after registration as a professional with SANC. Only shortlisted candidates will be required to submit proof of all documents. Sound knowledge of latest technology in Theatre Nursing. Sound knowledge of nursing care. Sound of nursing care delivery approach. Sound knowledge of IPC, H&S and other policies. Knowledge in record keeping and communication skills.
- DUTIES** : Ability to handle all operations and able to operate all theatre equipment and ensure safe keeping and utilization. Provide safe, therapeutic environment as laid down by Nursing Act. Provide optimal, holistic specialized nursing care set standards and be within a professional and legal framework. Delegate duties and support staff in the execution of patient care. Effective utilization of human and material resources. Assist with supervision of the unit in the absence of the Operational Manager. Ability to manage all operations and emergencies in the absence of other qualified staff. Manage SDU and keep records. To partake in overall specialized unit functions. Good management of all resources within the unit. Only shortlisted candidates will be required to submit proof of all documents.
- ENQUIRIES** : Mrs. P.Z. Mbonambi Tel No: (035) 474 8402
- APPLICATIONS** : All applications should be forwarded to: Catherine Booth Hospital: Private Bag X105, Amatikulu, 3801 or Hand deliver to: KwaKhoza Reserve, Ezingwenya Area, Umlalazi Municipality Ward15, Amatikulu, 3801.
- NOTE** : The following documents must be submitted: Application for employment form (Z83), obtainable at any Public Service Department or from the website-www.kznhealth.gov.za, A comprehensive CV indicating three reference persons: Names and contact numbers. Applicants are not required to submit copies of qualification. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only, which maybe submitted to HR on or before the day of an interview. It is applicants responsibility who have the foreign qualification to be evaluated by SAQA (South African Qualifications Authority). Reference checks will be done on nominated candidate(s), Security checks, security vetting, qualification verification and criminal checking. Note: Failure to comply with all of the above mentioned directions to candidate(s) will result in your application not being considered. Please note that due to the large number of applications we envisage to receive; only shortlisted candidates will be contacted. Due to financial constraints, no S&T allowance will be paid to candidate for attending interview and no resettlement allowance during appointment be paid out. Preference will be given to African Male.
- CLOSING DATE** : 09 October 2023

<u>POST 34/196</u>	:	<u>PROFESSIONAL NURSE: (SPECIALTY NURSING STREAM)</u> <u>OPHTHALMOLOGY REF NO: PN (SPECNURSSTREAM) OPHTHAL/1/2023</u> Department: Ophthalmology Nursing
<u>SALARY</u>	:	Grade 1: R431 265 per annum, plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional. Grade 2: R528 696 per annum, plus 13th cheque: Housing Allowance- Employee to meet prescribed requirements: Medical Aid: optional.
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Grade 12/Matric/Senior Certificate. Degree / Diploma in General Nursing and Midwifery (R425 or equivalent qualification). Certificate of registration with SANC as a Professional Nurse and midwife. One (1) year post basic qualification in Ophthalmology Nursing Science accredited by SANC. Current registration with SANC as General Nurse and Midwife (SANC receipt 2023). Proof of experience / certificate endorsed by HR Department. NB: Proof of Current and Previous Experience (Certificate of service) stating the relevant experience endorsed and stamped by HR will be requested only to the shortlisted candidates. Experience: Grade 1: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. Grade 2: A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field. Knowledge, Skills, Training and Competencies Required: Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices. In-depth knowledge on procedures, policies, prescripts related to nursing care. 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). Ability to prioritize matters related to work and patient care. Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills. Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team.
<u>DUTIES</u>	:	Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to nursing services. Maintain professional growth/ethical standards and self-development. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient needs, requirements and work as part of a mulita-disciplinary team to ensure good nursing care that is cost effective, equitable and efficient. Strengthen ethics and professionalism. Provide a therapeutic environment for patient's staff and public. Advocate for quality care of patients. Ensure unit compliance with infection prevention and control as well as Occupational health and safety. Maintain accreditation standards by ensuring compliance with Norms and Standards, Ideal hospital framework and Make me look like hospital project. Attend meetings, workshops and training as assigned supervisor. Participate in quality cycles and quality improvement projects to improve patient outcomes. Be cognisant of measures to prevent patient safety incidents and litigation. Assume shift leader role when necessary or as delegated by supervisor. Participate in staff development using EPMDS System and other work related programmes and training.
<u>ENQUIRIES</u>	:	H Ndemera - Assistant Manager Nursing Tel No: (031) 240 1063
<u>APPLICATIONS</u>	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the

interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.

- CLOSING DATE** : 09 October 2023
- POST 34/197** : **PROFESSIONAL NURSE SPECIALTY WITH MIDWIFERY AND NEONATAL NURSING SCIENCE (ADM) REF NO: WWH/PN-NEO/11/ (X2 POSTS)**
- SALARY** : Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, Medical Aid (conditions apply), Housing Allowance (Optional)
- CENTRE REQUIREMENTS** : Wentworth Hospital
: **Grade 1:** Matric/ Grade 12 certificate. Diploma degree in General Nursing science and Midwifery Basic qualification. Additional 1 year Diploma in post basic midwifery and neonatal nursing science. A minimum of 4 years appropriate recognizable experience after obtaining General Nursing Diploma. Registration with SANC current year (2023) as a General nurse and Advanced Midwife. (No copies/certified copies/proof on application, only Z83 and CV).
: **Grade 2:** Matric/ Grade 12 certificate. Diploma degree in General Nursing science and Midwifery Basic qualification. Additional 1 year Diploma in post basic midwifery and neonatal nursing science. A minimum of 14 years appropriate recognizable experience after obtaining General Nursing Diploma. At least 10 years of the period referred above must be appropriate recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. Registration with SANC current year as a General nurse and Advanced Midwife. (No copies/certified copies/proof on application, only Z83 and CV).
- DUTIES** : Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality patient care is rendered to all clients accessing maternal services in the facility taking into account that CARMMA, objectives, ESMOE, KINC, HBB are adhered to manage the utilization and Supervision of resources. Provide directions and supervision for the implementation of the nursing plan (clinical practice/quality patient care. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Ensure that here is proper management and integration of HAST programme within the Maternity unit. Maintain the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on improving the maternal and child programme. Maintain a constructive working relationship with nursing and other stakeholders. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programme and IDHRM and OHSC. Maintain a constructive working relationship with multi-disciplinary health team members. Provide effective support to Nursing service e.g assist with relief duties to nursing management.
- ENQUIRIES** : Mrs P.N Ngcobo Tel No: (031) 460 5209

<u>APPLICATIONS</u>	:	application to be forward to: The Assistant Director HRM, Wentworth Hospital, Private Bag X02, Jacobs, 4026 or hand deliver at 01 Boston road, Wentworth hospital (drop off at the box by Security Hospital main gate).
<u>FOR ATTENTION NOTE</u>	:	Mr. M.S. Mgoza
	:	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 as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV). Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post. The Reference Number and Position of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not receive any response after four weeks from the closing date of this advert; Consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks.
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 34/198</u>	:	<u>PROFESSIONAL NURSE (THEATRE SPECIALTY NURSING) GRADE 1 OR 2 REF NO: WWH/PN-THEA/12/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th Cheque, Medical Aid (conditions apply), Housing Allowance (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Wentworth Hospital Grade 1: Senior Certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing that allow registration with SANC as a Professional Nurse. Plus 1 year post basic qualification in Operating Theatre Technique. Current registration with SANC as a General Nurse, Midwifery and Operating Theatre. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General nursing. (No copies/certified copies/proof on application, only Z83 and CV). Grade 2: Senior Certificate/Grade 12 or equivalent qualification. Diploma/Degree in General Nursing that allow registration with SANC as a Professional Nurse. Plus 1 year post basic qualification in Operating Theatre Technique. Current registration with SANC as a General Nurse, Midwifery and Operating Theatre. A minimum of 14 years appropriate recognizable experience in nursing after registration with SANC in general nursing and midwifery. At least 10 years of the period mentioned above must be recognizable experience in the specific specialty, after obtaining the one year post basic qualification in the relevant specialty. (No copies/certified copies/proof on application, only Z83 and CV).
<u>DUTIES</u>	:	Must be able to handle obstetric and emergencies and high risk conditions. To execute duties and functions with proficiency within prescript of applicable legislation. Provision of quality patient care through setting of standards, policies and procedures. To participate in quality improvement programmes and clinical audits. Uphold Batho Pele and patients rights principles. Provide a safe, therapeutic environment as laid down by the Nursing act. Maintain accurate and complete patient records according to legal requirements. Exercise control over discipline, grievance and labour relations issues. Manage and supervise effective utilization of all resources e.g. Human, Financial, material etc. Implementation and management of infection control and prevention protocols. Assist with performance reviews i.e. EPMDS as well as student progress reports. Maintain a plan to improve the quality of Nursing and

<u>ENQUIRIES</u>	:	health care in operating theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.
<u>APPLICATIONS</u>	:	Mr K.R Mthimkhulu Tel No: (031) 460 5207
	:	application to be forward to: The Assistant Director HRM, Wentworth Hospital, Private Bag X02, Jacobs, 4026 or hand deliver at 01 Boston road, Wentworth hospital (drop off at the box by Security Hospital main gate).
<u>FOR ATTENTION</u>	:	Mr. M.S. Mgoza
<u>NOTE</u>	:	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 as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV). Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post. The Reference Number and Position of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert; Consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks.
<u>CLOSING DATE</u>	:	13 October 2023.
<u>POST 34/199</u>	:	<u>PROFESSIONAL NURSE SPECIALTY (PAEDIATRICS) REF NO: WWH/PN-PAEDS/13/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 per annum Grade 2: R528 696 per annum Other Benefits: 13th Cheque, Medical Aid (conditions apply), Housing Allowance (Optional)
<u>CENTRE</u>	:	Wentworth Hospital
<u>REQUIREMENTS</u>	:	Matric/Senior Certificate or equivalent qualification, valid driver's licence. Grade 1: Diploma/ Degree in General Nursing Science and Midwifery) that allows Registration with the 'South African Nursing Council' (SANC) as a Professional Nurse. A minimum of 04 years appropriate/recognizable experience in nursing after registration as a Professional nurse with SANC in General Nursing. Additional 1 year diploma in post basic Child nursing science accredited with SANC. Certificates of Registration with the SANC (General Nursing and relevant post basic qualification) Proof of current registration with the SANC (2023) (NO copies/certified copies/proof on application, only Z83 and CV). Grade: 2 Matric / Grade 12. Diploma Degree in General nursing science and Midwifery Basic qualification. Additional 1 year Diploma in post basic Child nursing science accredited with SANC. A minimum of 14 years appropriate recognizable experience after obtaining General Nursing Diploma. At least 10 years of the period referred above must be appropriate recognizable experience in the specific speciality after obtaining the 1 year post basic qualification in the relevant speciality. Registration with SANC current year as a General nurse and Advanced Midwife. (No copies/certified copies/proof on application, only Z83 and CV).
<u>DUTIES</u>	:	Implement activities aimed at the improvement of child health. Ensure that high quality patient care is rendered to all clients accessing paediatric services in the facility taking into account that CHIPP, KINK, ETAT, MBFI and PMTCT programmes. Manage the utilization and Supervision of resources in the Paediatric unit. Practice/quality patient care: Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Ensure that there is proper management and integration of HAST programme within the Paediatric unit. Maintain the utilization and supervision

of resources. Coordinate the provision of effective training and research, focusing on improving the maternal and child programme. Maintain a constructive working relationship with nursing and other stakeholders. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programme and IDHRM and OHSC. Maintain a constructive working relationship with multi-disciplinary health team members. Provide effective support to nursing service e.g. assist with relief duties to nursing management.

**ENQUIRIES
APPLICATIONS**

: Mr. K.R. Mthimkhulu Tel No: (031) 460 5207
 : application to be forward to: The Assistant Director HRM, Wentworth Hospital, Private Bag X02, Jacobs, 4026 or hand deliver at 01 Boston road, Wentworth hospital (drop off at the box by Security Hospital main gate).

**FOR ATTENTION
NOTE**

: Mr. M.S. Mgoza
 : 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 as issued by Minister for DPSA in line with the regulations 10 of the Public Service Regulations 2016. Applicants must utilize the most recent Z83 form. The Z83 form must be fully completed in a manner that allows the selection committee to access the quality of a candidate based on the information provided in the form; Failure to do so will result in disqualification. A detailed Curriculum Vitae (CV). Please note that it is no longer a requirement to submit any qualification or supporting documents, only shortlisted candidate will be required to produce certified copies of documents on or before the day of interview. It is the responsibility of the applicant to have foreign qualification evaluated by the South African Qualification Authority. Applicants applying for more than one (1) post must submit a separate form Z83 as well as the documentation mentioned above in respect of each post. The Reference Number and Position of the post you applying, as stated in the advert must be clearly indicated in the columns provided on the form Z83. Failure to comply with the above instructions will disqualify applicants. Fax, email, incomplete and late applications will not be considered / accepted. Please note that due to a large number of applications received, applications will not be acknowledged. However, should you not received any response after four weeks from the closing date of this advert; consider your application as unsuccessful. People with disabilities should feel free to apply for the posts. The appointment is subject to positive outcome obtained from the SSA to the following checks.

CLOSING DATE

: 13 October 2023

POST 34/200

: **PROFESSIONAL NURSE SPECIALTY (O & G) GRADE 1 & 2, REF NO: DPKISMH54/2023 (X11 POSTS)**
 Component: Antenatal, Postnatal, Labour & Gynaecology Services

SALARY

: Grade 1: R431 265 - R497 193 per annum
 Grade 2: R528 696 - R645 720 per annum
 Other Benefits: 13th cheque, Housing Allowance (employees must meet the prescribed requirement), Medical Aid (Optional).

**CENTRE
REQUIREMENTS**

: Dr Pixley Ka Isaka Seme Memorial Hospital
 : Matric/Senior Certificate or equivalent qualification. Degree / Diploma in General Nursing with Midwifery. Registration with S.A.N.C. as a General Nurse and Specialty Nurse. One-year Post Basic registration Degree/Diploma in Advanced Midwifery and Neonatal Nursing Science plus 4 years appropriate / recognizable registration experience as a General Nurse. Proof of current registration with SANC as a Professional Nurse. Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing plus one year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of 14 years Appropriate/Recognizable experience in Nursing after registration as professional nurse with SANC in general nursing of which 10 years from the period referred above must be appropriate/recognizable experience in the specialty after obtaining the one-year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks, such as Nursing Act, Health Act, Patients' Rights Charter, Batho Pele Principles, Public Service

Regulations, Disciplinary Code and Procedures in the Public Service. Report writing, leadership, organization, decision making and problem solving abilities. Financial management skills and budgeting knowledge. Empathy and counselling skills and knowledge. Strong interpersonal, communication and presentation skills. Ability to make independent decisions. Ability to relieve in the service areas. Team building and supervisory skills. Ability to formulate patient care related policies. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritise issues and other work related matters and to comply with timeframes.

DUTIES

: Provide holistic nursing care to patients in all clinic streams in a cost effective and efficient manner. Execute duties and functions with proficiency in support of the vision, mission, and strategic objectives of the institution and within the prescripts of all other legislation. Ensure the utilization of Maternal and Neonatal updated guidelines and protocols. Participate in the sub-district perinatal meetings ensuring compliance in MNCHW programmes including EMTCT. Take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. Provision of nursing care that leads to improved service delivery. Perform standard procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of nursing care are maintained, and observing the principles of Infection Prevention and Control practices. Participate in the implementation of priority programmes and strategies to reduce morbidity and mortality rates, communicable and non-communicable diseases. Implementation of quality improvement plans. Ensuring accurate reliable statistics and reports are submitted timeously, including care of medical records. Protect and advocate rights of patients regarding health care. Maintain a professional and ethical practice as well as enabling environment for ethical practice. Communicate with the multi-disciplinary health care team and assist in decision-making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, etc. Maintain client satisfaction through quality service innovation and professionalism. Conduct clinical audits and compile summary reports. Ensure implementation of Mother Baby Friendly Initiatives.

**ENQUIRIES
APPLICATIONS**

: Ms. S.C. Nduli Tel No: (031) 530 1428
 : To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or Emailed to: Pixley.recruitment@kznhealth.gov.za

**FOR ATTENTION
NOTE**

: Deputy Director: HRM
 : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or form website-www.kznhealth.gov.za. No attachments on application, only Z83 and CV. Applications must be submitted on or before the closing date. The reference number must be indicated in the column provided on the form Z83 e.g. DPKISMH 40/2023. NB: Failure to comply with the above instruction will disqualify applicants. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post. advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). This Department is an equal opportunity, affirmative employer, whose aim is to promote representivity in all levels of all occupational categories in the Department. Persons with disabilities should feel free to apply for the post.

CLOSING DATE

: 09 October 2023

POST 34/201 : **PROFESSIONAL NURSE: SPECIALTY STREAM REF NO: SAH31/2023 (X1 POST)**
Component: Trauma

SALARY : Grade 1: R431 265 – R497193 per annum
Grade 2: R 528 696 - R645720 per annum
Benefit: 13th cheque, 12% rural allowance, Home owners allowance (employee must meet prescribed requirements), Medical Aid (Optional)

CENTRE REQUIREMENTS : ST Andrews Hospital
Grade 1: Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Diploma/ Degree in General Nursing and Midwifery plus, a 1 year Post Basic Nursing Qualification Diploma/Degree in Trauma and Emergency Nursing Science (Emergency Nursing Science) of at least One (1) year experience post basic qualification in Emergency Nursing Science plus ,a minimum of 4 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General nursing is required plus, current registration with SANC as General Nurse, Midwife and Trauma and Emergency Nursing Science (SANC receipt 2023). **Grade 2:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) plus, Diploma/ Degree in General Nursing and Midwifery plus, a 1 year Post Basic Nursing Qualification Diploma/Degree in Trauma and Emergency Nursing Science (Emergency Nursing Science) of at least One (1) year experience post basic qualification in Emergency Nursing Science plus, A minimum of 14 years appropriate/recognizable experience in Nursing after registration as Professional Nurse with SANC in General Nursing is required. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific Specialty after obtaining the 1 year post basic qualification in the specialized field plus, current registration with SANC as General Nurse, Midwife and Trauma and Emergency Nursing Science (SANC receipt 2023).previous and current work experience (certificate/s of service) endorsed and stamped by HR Office to be submitted if shortlist N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted . knowledge, skills and competencies :Demonstrate a comprehensive understanding of nursing legislation and related legal and ethical nursing practices, In-depth knowledge on procedures, policies, prescripts related to nursing care, 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),Ability to prioritize matters related to work and patient care, Skills: Leadership, organizational, decision making, problem solving abilities within the limits of the public sector and interpersonal skills, Personal attributes: responsiveness, communication skills for dealing with patients, professionalism, supportive, assertive, writing of reports when required and must work within multi-disciplinary team.

DUTIES : Render optimal holistic quality specialized nursing care as directed by the scope of practice and service standards, Maintain quality standards by ensuring compliance with Regulated Norms and Standards and Ideal Hospital Realization and Maintenance, Effective and efficient management of all resources at your disposal. Manage generated data as per data management policy, Be well versed with management of major incident procedure, Display competency in resuscitation and actively involved in in-service education to accumulate CPD points, Promote ethics and professionalism in the work environment. Participate in quality cycles and quality improvement projects to improve patient outcomes, be cognizant of measures to prevent patient safety incidents and litigation and Assume shift leader role when necessary or as delegated by supervisor.

ENQUIRIES APPLICATIONS : Ms MR Singh, ST Andrews Hospital Tel No: (039) 4331955
Please forward all applications to: the Chief Executive Officer, ST Andrew’s Hospital, Private Bag X1010, Harding, 4680 or hand delivered applications to human resources at ST Andrew’s Hospital or Email to Standrewshospital.HRjobapplication@kznhealth.gov.za

FOR ATTENTION NOTE : Human Resources Management
Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided form Z83 e.g. SAH/03/2023. Detailed Curriculum Vitae (CV). Information such

as educational qualification dates(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents only Z83 and CV on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s).

- CLOSING DATE** : 09 October 2023
- POST 34/202** : **PROFESSIONAL NURSE (SPECIALTY) ICU REF NO. DPKISMH 48/ 2023**
Branch: ICU
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
- CENTRE** : Dr Pixley Ka Isaka Seme Memorial Hospital
- REQUIREMENTS** : Senior Certificate, Degree/Diploma qualification that allows registration to General Nursing. A relevant one (01) year Post Basic qualification in ICU registered with SANC. Registration certificate with South African Nursing Council (SANC). Current SANC receipt (2023). 4 years' experience in Nursing after registration as a Professional Nurse. Diploma in midwifery. Successful candidate will have to spend minimum of one year in service. Experience:
Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing, midwifery plus one- year ICU post basic diploma. **Grade 2:** A minimum of 14 (fourteen) years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing of which at least 10 (ten) years must be appropriate/ recognizable experience in the speciality after obtaining the 1 (one) year post basic qualification in ICU. Diploma in Midwifery. Knowledge, Skills and Competencies: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal framework. Good communication skills-verbal and written. Co-ordination and liaison skills. Problem solving skills and critical thinking skills. Ability to work within the multidisciplinary team.
- DUTIES** : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide a therapeutic environment for staff, patients and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all Nursing Staff/Housekeeping staff and to give them guidance and ensure continuity of patient care on all level. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Assist with allocation/change list, day and night duty rosters and inputs for leave. Assist in record keeping and provide statistical information on training and staffing. To assist in EPMDS evaluation of staff and implement EAP. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant speciality. To assist with relief duties of the supervisor and act as junior shift-leader on both day and night shift. To partake in overall specialized unit functions, i.e. team building. Effective and efficient management of all resources. Liaise with professional Nurse in charge in High care/Renal unit. To nurse a critically ill patient who is ventilated, on haemodialysis and continuous-veno venous haemodialysis. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. To nurse a paediatric ventilated/high care patient in ICU within

		<p>directorate. Maintain Professional growth/ethical standard and self-development. Assist in reduction of complaints within the directorate.</p>
<u>ENQUIRIES</u>	:	Mrs Y.N. Ngema Tel No: (031) 530 1419
<u>APPLICATIONS</u>	:	pixley.recruitment@kznhealth.gov.za or Hand delivered to 310 Bhejane Street, (Hospital Gate Number 2), Kwamashu or Couriered to 310 Bhejane Street, (Hospital Gate Number 2), Kwamashu
<u>FOR ATTENTION</u>	:	Human Resource
<u>NOTE</u>	:	<p>Application for employment Form (Z.83) which is obtainable from any Government Department or from the website- www.kznhealth.gov.za. Applicants for employment are NOT required to submit copies of qualification and other relevant documents on application but submit the Z83 form and detailed Curriculum Vitae (CV) with detailed experience, full details of qualifications & registration status only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The reference number must be indicated in the column provided on the form Z.83 e.g. DPKISMH 46/2023. Persons with disabilities should feel free to apply for the post/s N.B. Failure to comply with the above instructions will disqualify applicants. Faxed or Emailed applications will be in the interim 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). (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.) Please note that due to financial constraints this institution will not reimburse candidates for S & T claims for attending interviews.</p>
<u>CLOSING DATE</u>	:	10 October 2023
<u>POST 34/203</u>	:	<u>CLINICAL NURSE PRACTITIONER REF NO: EGUM 33/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	<p>Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)</p>
<u>CENTRE</u>	:	E G & Usher Memorial Hospital (Greater Kokstad Clinic)
<u>REQUIREMENTS</u>	:	<p>Matric/Senior Certificate. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Clinical Nursing Science, Health Assessment, Treatment and Care Nurse (SANC Receipt for 2022). All the required attachments /proof will be submitted by shortlisted candidates only). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the required attachments /proof will be submitted by shortlisted candidates only). Grade 1: A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. Grade 2: A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendation: Valid driver's licence code 08 (B) /10 (C1).</p>
<u>DUTIES</u>	:	<p>Participate in Ideal Clinic realization and maintenance (ICRM). Provide quality comprehensive Primary Health Care by providing promotive, preventative, curative and health rehabilitative services for the clients and community. Ensuring proper utilization and safekeeping of basic medical equipment, surgical pharmaceutical and stock. Assist in orientation, induction and</p>

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 on Norms and Standards, Quality and Clinical audits. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing staff and other stakeholders. Ensuring proper utilization of Human, Material and Financial resources and keeping up to date records of resources. Ensure data management and record keeping for the clinic. Plan, organize and conduct community rallies and events that convey health messages and practices which support programme strategies.

- ENQUIRIES** : Mr. DB Nkosi Tel No: (039) 797 8100
- APPLICATIONS** : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.
- FOR ATTENTION** : Human Resource Department
- NOTE** : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, Only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity document and proof of registration for related council when required in the advert. Candidates are encouraged to send applications via email: EgusherMemorial.JobApp.kznhealth.go.za and no faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, Please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.
- CLOSING DATE** : 09 October 2023 @ 16H00 afternoon
- POST 34/204** : **CLINICAL NURSE PRACTITIONER REF NO: EGUM 34/2023 (X2 POSTS)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Plus 13th cheque/service bonus plus Rural allowance 8% plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
- CENTRE** : E G & Usher Memorial Hospital (Gateway Clinic)
- REQUIREMENTS** : Matric/Senior Certificate. Degree/Diploma in General Nursing and Midwifery or equivalent qualification that allows registration with SANC as a Professional Nurse, 1 (One) year post basic qualification in Clinical Nursing Science, Health

Assessment, Treatment and Care accredited by SANC. Proof of current registration with South African Nursing Council as a General Nurse, Midwife and Clinical Nursing Science, Health Assessment, Treatment and Care Nurse (SANC Receipt for 2022). All the attachments /proof will be submitted by shortlisted candidates only). Current and previous experience endorsed and stamped by Human Resource (Employment History). All the attachments /proof will be submitted by shortlisted candidates only). **Grade 1:** A minimum of 4 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse in General Nursing of which at least (10) years of the period must be appropriate / recognized experience after obtaining one (1) year Post Basic Qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures. Knowledge of SANC Rules and Regulations and other relevant Legal Framework. Knowledge of Quality Assurance programmes, Batho-Pele Principles, Patient Rights Charter. Human Resource Management and Basic Financial Management skills. Leadership, Supervisory and Report writing skills. Good Communications, counselling, interpersonal relations, conflict management, decision making and problem solving skills. Recommendation: Valid driver's licence code 08 (B) /10 (C1).

DUTIES

: Ensure proper utilization and safekeeping of basic medical equipment, surgical stock and pharmaceutical stock. Provide quality comprehensive Primary Health Care by providing promotive, preventive, curative and rehabilitative services for the clients and the community. Assist in the orientation, induction and monitoring of all clinic staff. Provide direct and indirect supervision of all clinic staff and to give guidance. Execute duties and functions with proficiency and perform duties according to scope of practice and by upholding the principles of Batho Pele. Implement Infection Control Standards and practices to improve the quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Expected to work extended hours and provide outreach services. Ensure that the clinic implement departmental projects and quality data management. Improve the knowledge of staff and patients through health education and in-service training. Maintain a constructive working relationship with nursing and other stakeholders. Ability to plan and organise own work and that of support personnel to ensure proper nursing care in Clinic. Support the realisation and maintenance of Ideal Clinic Programme in the facility. Implement standards, practices criteria for quality nursing.

**ENQUIRIES
APPLICATIONS**

: Mr. DB Nkosi Tel No: (039) 797 8100
 : Please forward/deliver applications quoting the reference number to Human Resource Department, EG & Usher Memorial Hospital, Private Bag X506, Kokstad, 4700. Hand delivered application may be submitted at Security Office (Application box available). Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. Persons with disabilities should feel free to apply for these posts. Applicants that applied before must re-apply for the post.

**FOR ATTENTION
NOTE**

: Human Resource Department
 : The following documents must be submitted: Application for Employment Form New (Z83), which is obtainable at any Government Department or from the Website - www.kznhealth.gov.za, updated and fully detailed Curriculum Vitae. In addition, only shortlisted applicants will be requested to bring originals / certified copies of qualifications, Identity document and proof of registration for related council when required in the advert. Candidates are encouraged to send applications via email: EgusherMemorial.JbobApp.kznhealth.go.za and no faxed applications will not be accepted. The reference number must be indicated in the column provided on the form Z83 e.g. EGUM 03/2022.NB: Failure to comply with the above instructions will disqualify applicants. Please note due to large number of applications received, applications will not be acknowledged. If you are not contacted by us three months after the closing date please regard your application as being unsuccessful. The appointments are subject to a positive outcome obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). Applications in possession of a foreign qualification evaluation certificate from the South African Qualifications Authority (SAQA) the attachments /proof will be submitted by shortlisted candidates only). Non-RSA / Permanent Residents / Work permit holders the attachments /proof will be submitted by shortlisted candidates only). Please note that due to large number of applications received, applications will not be acknowledged. However, every applicant will be advised of the outcome of his or her applications in due course. If you have not heard from us within three months from the closing date, please accept that your application has been unsuccessful. Please note that the target group in terms of the Employment Equity Target for this post is as follows: African Male, People with disabilities should feel free to apply NB: Due to financial constraints, No S&T will be paid to candidates when attending the interviews.

- CLOSING DATE** : 09 October 2023 @ 16H00 afternoon
- POST 34/205** : **PROFESSIONAL NURSE- SPECIALTY (ADVANCED MIDWIFERY & NEONATOLOGY REF NO: GS 76/23)**
Component: Nursing
- SALARY** : Grade 1: R431 265 per annum, plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional
- CENTRE REQUIREMENTS** : Greys Hospital- Pietermaritzburg
Grade 12 Certificate, Degree / Diploma in General Nursing and Midwifery. Current Registration with SANC as a Professional Nurse (2023 SANC Receipt). A minimum of 4 years appropriate / recognizable experience after registration as Professional Nurse with the SANC in General Nursing Plus One Year Post Basic Qualification in Advanced Midwifery and Neonatology. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing, plus one year Post Basic qualification in the relevant Speciality. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills and Experience: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks such as: Nursing act, Occupational health and safety act, Patients' rights charter, Bathe Pele principles, public service regulations, Labour relations act, Disciplinary codes and procedures, Grievance procedure, Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.
- DUTIES** : Implement the activities that are aimed at the reduction of infant, under five and maternal mortality. Implement activities aimed at the improvement of women's health. Ensure that high quality nursing care is rendered to all clients accessing maternal services in the facility taking into consideration that CARMA objectives; ESMOE, KINC; Helping Babies breath and IMCI programs are properly implemented. Implement BANC and other Antenatal care programs to enhance antenatal care to all pregnant women accessing care to the facility. Ensure that there is proper management and integration of HAST programs within the maternity unit of the facility. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement of maternal and child health. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.
- ENQUIRIES** : Mr FS Matibela Tel No: (033) 897 3331

APPLICATIONS : Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs M. Chandulal
: 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 only. Applicants must fill all sections of Z83. The employment equity target for this post is: African Male, White Male, Indian Male, Coloured

CLOSING DATE : 09 October 2023

POST 34/206 : **PROFESSIONAL NURSE- SPECIALTY (CRITICAL CARE NURSING SCIENCE) REF NO: GS 77/23**
Component: Nursing

SALARY : Grade 1: R431 265 per annum, plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE REQUIREMENTS : Greys Hospital: Pietermaritzburg
: Grade 12 Certificate, Degree / Diploma in General Nursing. One year Post Basic Qualification in Critical Care Nursing Science. Current Registration with the South African Nursing Council. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Plus one (01) year Post Basic qualification in Critical Care Nursing Science. Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. **Grade 1:** Experience: A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing, plus one year Post Basic qualification in the relevant Speciality. **Grade 2:** Experience: A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and Procedures, nursing statutes, and other relevant Legal frameworks, such as Nursing Acts, Health Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedures in the Public Service. Leadership, Organizational, Decision Making, Problem Solving, Co-ordination, Liaisons and Interpersonal Skills within the limits of the Public Sector. Personal Attitudes, Responsiveness, Professionalism, Supportive, assertive and must be a team player.

DUTIES : Demonstrate an in depth understanding of legislation and related ethical nursing practices and how this impact on service delivery. Provide a therapeutic environment for staff, patients and public. Manage utilization of all resources efficiently and effectively. Maintain competence in the execution of her/his duties, while managing high standards of performance including for others. Assist in the coordination and implementation of the National Core Standards in A & E and in the whole institution for better quality patient care. Manage the unit in the absence of the Supervisor. Ensure adherence to principles of IPC practices in the unit. Assist with the allocation / change list, day and night duty rosters and inputs for leave. Assist in orientation, induction and monitoring of all nursing staff. To complete patient related data and partake in research. Demonstrate effective communication patient and families with the multi-disciplinary team, other department within the hospital. Ensure accurate record keeping for statics purposes. Ensuring clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility.

ENQUIRIES APPLICATIONS : Mr FS Matibela Tel No: (033) 897 3331
: Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200

FOR ATTENTION NOTE : Mrs M. Chandulal
: 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 only. Applicants must fill all sections of Z83. The employment equity target for this post is: African Male, White Male, Indian Male, Coloured Male

CLOSING DATE : 09 October 2023

POST 34/207 : **PROFESSIONAL NURSE- SPECIALTY (OPERATING THEATRE NURSING SCIENCE) REF NO: GS 78/23**
Component: Nursing

SALARY : Grade 1: R431 265 per annum, plus 13th cheque, medical- aid (optional), Housing Allowance (employees must meet the prescribed requirement)
Grade 2: R528 696 per annum, plus 13th cheque, Housing Allowance (employees must meet the prescribed requirement), medical Aid Optional

CENTRE REQUIREMENTS : Greys Hospital: Pietermaritzburg
Grade 12 Certificate, Degree / Diploma in General Nursing. A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing Plus One year Post Basic Qualification in Operating Theatre Nursing Science accredited with the SANC. Current Registration with the South African Nursing Council (2023). Only Shortlisted candidates will be required to submit proof of experience/ service certificate endorsed by HR Department. Experience: **Grade 1:** A minimum of 4 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing, plus one year Post Basic qualification in Operating Theatre Nursing Science. Experience: **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the speciality after obtaining the one year post basic qualification in Operating Theatre Nursing Science. Knowledge, Skills and Experience: Knowledge of Nursing Care, Process and procedures, nursing statutes, and other relevant legal frameworks such as, Nursing Acts, Occupational Health and Safety Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Codes and Procedures, Grievance Procedure, Financial and Budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Leadership, organizational, decision making and problem solving abilities within the limit of the Public Sector and institutional policy framework. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Computer skills in basic programs.

DUTIES : Assist in planning/organizing and monitoring of objectives of the specialized unit. Provide therapeutic environment for staff, patients and the public. Demonstrate effective communication to patients, families, multidisciplinary team members and other stake holders within the hospital. Ensure that high quality nursing care is rendered to all clients accessing Operating Theatre units at Grey's Hospital. Manage the utilization and supervision of resources. Coordinate the provision of effective training and research, focusing on the programs aimed at the improvement Operating Theatre are nursing. Instil discipline, professionalism and work ethics among employees. Ensure compliance to quality, infection prevention and control (IPC) programs e.g. Ideal hospital realization and maintenance (IHRM) and Norms and Standards (N&S). Maintain a constructive working with the multi-disciplinary team members. Provide effective support to Nursing services e.g. assist with relief duties to nursing management.

ENQUIRIES APPLICATIONS : Mr FS Matibela Tel No: (033) 897 3331
: applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag X9001, Pietermaritzburg, 3200.

FOR ATTENTION NOTE : Mrs M. Chandulal
: 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 only. Applicants must fill all sections of Z83. The Employment equity target for this post is: African Male, White Male, Indian Male, Coloured Male

CLOSING DATE : 09 October 2023

POST 34/208 : **CLINICAL NURSE PRACTITIONER GRADE 1 REF NO: OTH CHC 35/2023 (X2 POSTS)**

SALARY : Grade 1: R431 265 per annum. Other Benefits: 13th cheque, Medical Aid (Optional), Home owner's allowance (employee must meet prescribed Requirements), 12% Rural Allowance.

<u>CENTRE REQUIREMENTS</u>	:	Othobothini Community Health Centre (Jozini)
	:	Matric / Grade 12. Diploma/ Degree in nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Current registration with SANC (2023). Registration with SANC in General Nursing, Midwifery and Primary Health Care. A post basic nursing qualification (of at least 1 year) in Clinical Nursing Science, health Assessment, Treatment and care accredited with SANC. A minimum of 4 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Batho Pele Principles, Patients' rights, Nursing Act etc. Conflict handling and counselling skills. Good report writing skills. Good communication skills both verbal and written. Good interpersonal skills. Project, financial and time management skills. Understanding of challenges facing Public Health Sector. Ability to plan and prioritise issues and other work related matters and comply with time frames.
<u>DUTIES</u>	:	Ensure the efficient and effective control of surgical sundries, pharmaceuticals, equipment and miscellaneous stores. Screening, diagnosing and treatment of patients. Maintain accurate and complete patients records according to legal requirements. Assist in compiling and updating of procedural guidelines. Identify problems, areas needing improvement and communicate them to Operational Manager. Co- ordination of services within the institution and other services related to community health (NGO's, CBO's, CHW. Ensure supervision, provision and basic patient's needs. Evaluate and follow up patients during clinic visits. Promote preventive health for clients. Initiate treatment, implementation of programs and evaluation of patients clinical conditions. Attend and participate during doctor's visits. Provide education to patients, staff and public. Assess in service training needs, planning and implementation of training.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.N Mdletshe Tel No: (035) 572 9002
	:	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 and Curriculum Vitae (CV). Applicants are not required to submit Copies of ID, Std 10 certificate, educational qualifications, certificate of service / proof of experience signed by HR office such documents will be requested only from shortlisted Candidates. People with disabilities should feel free to apply. Reference numbers must be indicated on the space provided. Please note that appointment will be subject to positive outcome obtained from NIA on the following checks: security clearance, credit record, qualifications, citizenship, and previous experience verification. Should you not hear from us three months after the closing date, please accept that your application was not successful.
<u>CLOSING DATE</u>	:	09 October 2023
<u>POST 34/209</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: MBO 60/2023 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R431 265 - R497 193 per annum Grade 2: R528 696 - R645 720 per annum Other Benefits: Medical Aid (optional), Home Owners Allowance: Employee must meet prescribed requirements, 8% Rural Allowance, 13th cheque.
<u>CENTRE REQUIREMENTS</u>	:	Ntumeni Clinic and Osungulweni Clinic
	:	Grade 1: Senior certificate /Grade 12 or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC (2023). Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor. Only shortlisted candidates will be required to submit certificate of service endorsed and stamped by HR Office. Experience: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. Grade 2: Senior Certificate/Grade 12 or equivalent. Degree/Diploma in General Nursing Science and Midwifery plus. One (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC).

Current registration with SANC (2023). Only shortlisted candidates will be required to submit proof of previous and current work experience written by supervisor. Only shortlisted candidates will be required to submit certificate of service endorsed and stamped by HR Office. Experience: A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which At least 10 years must be appropriate / recognizable experience after obtaining One (1) year post basic qualification in Primary Health Care. Knowledge, Skills and Competences Required: Knowledge of all applicable legislations such as Nursing Act, 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. Good interpersonal relationship. Good insight of procedures and policies pertaining to nursing care.

DUTIES

: Provide promotive, preventative, curative and rehabilitative services to the community. Ensure proper utilization and safekeeping of basic medical equipment. Assist in orientation and induction of staff. Provide direct and indirect supervision of all nursing staff. Implement Batho Pele principles. 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, Ideal Clinic, Quality and Clinical Audits. Ensuring proper utilization of Human, material and financial resources and keeping up to date records of resources. Plan and organize own work to ensure proper nursing care in the clinic. Conduct health education to community. Assist in data management. Ensure pharmaceutical management. Assist in the management of mother and child programmes.

ENQUIRIES

: Mr. VH Zikhali Tel No: (035) 4766242, ext. 1008

APPLICATIONS

: should be forwarded to: Human Resource Manager, Private Bag X126, Kwa-PETT, 3820 or Hand Deliver to: Mbongolwane District Hospital

FOR ATTENTION

: Human Resource Manager

NOTE

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 10 October 2023

CLOSING DATE

: 10 October 2023

POST 34/210

: **PROFESSIONAL NURSE: SPECIALTY (OPHTHALMIC) REF NO: MBO 56/2023 (X1 POST)**
Component: Outpatient Department

SALARY

: Grade 1: R431 265 - R497 193 per annum
Grade 2: R528 696 - R645 720 per annum
Other Benefits: Home Owners allowance (prescribed requirements to be met), 13th Cheque, Rural allowance 8% and Medical Aid (Optional).

CENTRE

: Mbongolwane District Hospital

REQUIREMENTS

: Senior certificate /Grade 12 certificate OR equivalent. Diploma/ Degree in General Nursing and Midwifery. Only shortlisted candidates will be required to submit proof of current registration with SANC as a General Nurse (2023) and Ophthalmology. One (1) year post basic qualification in Ophthalmology. Current registration with SANC as a General nurse, midwifery and ophthalmology.

Grade 1: Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC plus One (1) year post qualification in Ophthalmology. **Grade 2:** Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a 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 after obtaining the 1 year post basic qualification in Ophthalmology. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed and stamped by Human Resource (service certificate). Knowledge, Skills and Competencies: Knowledge of Nursing care processes and procedures, nursing statutes and other relevant legal frameworks. Nursing statutes and relevant legal framework. Good communication skills. Facilitation and coordination skills. Networking and problem solving skills. Information Management. Ability to formulate patient care related policies.

DUTIES

: Provide comprehensive quality nursing care to patients/clients in a speciality unit in a cost-effective and efficient manner. Assist in planning organizing and monitoring of objectives of the specialized unit. Manage all resources within the unit effectively and efficiently to ensure optimum service delivery. Demonstrate compliance with Nursing Act and SANC regulations. Able to plan and organize own work and that of support personnel to ensure proper Nursing Care. Display a concern for patients promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs requirements and expectations (Batho Pele and patients' rights charter). Work as part of the multidisciplinary team to ensure good nursing care. Demonstrate effective communication with patients, supervisors and other clinicians including report writing when required. Ensure compliance with all National, Provincial and professional prescripts/legislation. Participate in the analysis and formulation of nursing policies and procedures. Order, monitor and control levels of consumables. Provide a safe therapeutic and hygiene environment. Work effectively and amicably with other employees/patients of diverse intellectual, cultural, racial or religious differences. Demonstrate understanding of Human Resource and Financial Management policies and procedures. Monitor and evaluate the care and management of all patients and ensure the maintenance of accurate and complete patient records. Implement plan of action in emergency situations according to protocols and guidelines. To attend monthly nursing and multidisciplinary meetings and implement action plans.

ENQUIRIES

: Mr NM Mhlongo Tel No: (035) 476 6242, ext. 1011/ndumiso.mhlongo@kznhealth.gov.za

APPLICATIONS

: should be forwarded to: Human Resource Manager, Private Bag X126, Kwa-Pett, 3820 or Hand delivered to: Mbongolwane Hospital or Online (E-Services) www.e-services.gov.za

NOTE

: The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE

: 10 October 2023

POST 34/211 : **SPEECH THERAPIST REF NO: DPKISMH 46/ 2023**
Branch: Speech Therapy

SALARY : Grade 1: R359 622 – R408 201 per annum
Grade 2: R420 015 – R477 771 per annum
Grade 3: R491 676 – R595 251 per annum

CENTRE REQUIREMENTS : Dr Pixley Ka Isaka Seme Memorial Hospital
: National Senior Certificate (Grade 12), Degree / National Diploma in Speech Therapy Current registration with the Health Professions Council of South Africa (HPCSA) as a Speech Therapist. NB: Certificate of service from previous employers is compulsory. Successful candidate will have to spend minimum of one year in-service. Experience: **Grade 1:** No experience required after registration as Speech Therapist, **Grade 2:** Minimum of 10 years relevant experience after registration as Speech Therapist and **Grade 3:** Minimum of 20 years relevant experience after registration as Speech Therapist. Recommendations: Drivers licence and Proficient in Isizulu. Knowledge, Skills and Competencies: Speech therapy paediatric and general diagnostic, therapeutic procedures. Knowledge of departmental administrative tasks, knowledge of ethical code and scope of practice. Ability to problem solving and to apply analytical process to patient care. Supervisory skills for junior staff and students.

DUTIES : Provision of effective and comprehensive assessment and treatment for paediatrics and general speech therapy to services to all patients. Sound knowledge of paediatric dysphagia assessments and management. Comprehensive caregiver training, patient education and related concerns. Perform outreach services as needed, conduct group work / therapy and or block therapy as identified. Confidential and ethical multidisciplinary approach to treatment of patients. Conduct home and school visits and other community visits as needed. Administrative work related to patient care: report writing, statistics. Meetings, case conference, legal reports as needed e.g. disability grants, medico legal work and insurance. Quality improvement plan initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.) Effective communication with all stake holders (patients, NGOs, caregivers, etc.). Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts.

ENQUIRIES APPLICATIONS : Miss T.F. Mhlongo Tel No: (031) 530 1528
: pixley.recruitment@kznhealth.gov.za or Hand delivered to 310 Bhejane Street (Hospital Gate Number 2), Kwamashu or Couriered to 310 Bhejane Street (Hospital Gate Number 2), Kwamashu

FOR ATTENTION NOTE : Human Resource
: Application for employment Form (Z.83) which is obtainable from any Government Department or from the website- www.kznhealth.gov.za. Applicants for employment are NOT required to submit copies of qualification and other relevant documents on application but submit the Z83 form and detailed Curriculum Vitae (CV) with detailed experience, full details of qualifications & registration status only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. The reference number must be indicated in the column provided on the form Z.83 e.g. DPKISMH 46/2023. Persons with disabilities should feel free to apply for the post/s N.B. Failure to comply with the above instructions will disqualify applicants. Faxed or Emailed applications will be in the interim 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). (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.) Please note that due to financial constraints this institution will not reimburse candidates for S&T claims for attending interviews.

CLOSING DATE : 10 October 2023

POST 34/212 : **SPEECH THERAPIST REF NO: PSH 72/2023 (X1 POST)**

SALARY : R359 622 per annum
CENTRE : Port Shepstone Regional Hospital

REQUIREMENTS : Grade 12, Degree as a Speech Therapist. Current registration with HPCSA as Speech Therapist. Knowledge, Skills and Experience: Sound knowledge of clinical and patient management skills within the discipline. Ability to assess, diagnose and manage patients. Good communication skills. Sound ethical practice skills. Knowledge of data verification procedure.

DUTIES : Attend departmental related various meetings. Monthly in-service training. Development, implementation of assessment, protocols and guidelines in line with local and international standards and best practice. Provide continuous professional development. Ensure that speech therapy services comply with health and safety and IPC regulations.

ENQUIRIES : Dr M Panajatovic Tel No: (039) 688 6044 or Dr PB Dlamini Tel No: (039) 688 6147

APPLICATIONS : application should be posted to: The Human Resource Manager, Port Shepstone Regional Hospital, P/Bag X5706, Port Shepstone, 4240.

FOR ATTENTION NOTE : ZM Zulu
Detailed Application for employment (Z83) and Curriculum Vitae. Only shortlisted candidates will be requested to submit proof of qualifications and other relevant documents. Please note that due to financial constraints, there will be no payment of S&T Claims. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Due to financial constraints, S&T claims will not be paid to candidates who attended interviews. The appointment is subject to positive outcome obtained from the NIA to the following checks: security clearance, credit records, qualification, citizenship and previous experience employment verifications.

CLOSING DATE : 09 October 2023

POST 34/213 : **EMPLOYEE WELLNESS PRACTITIONER REF NO: NSEL 46/2023 (X1 POST)**

SALARY : R359 517 – R420 402 per annum, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Nseleni Community Health Centre (Human Resource)

REQUIREMENTS : Grade 12/ Senior Certificate, Degree/Diploma in Social Sciences/Social Work or National Diploma in Employee Wellness. A minimum of 3-5 years' experience in relevant field. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by HR. Knowledge of Public Sector, Sound knowledge in Employee Wellness, Knowledge in developing guidelines and standards, Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick Leave, PILIR, Stress Management. Knowledge of National, Provincial and Departmental policies, prescripts and legislation. Good communication skills (Internal and External) and conflict management skills, Good interpersonal relations and ability to deal with all levels of management. Problem solving, presentation skills, time management. Computer Literacy and policy development skills, Report writing skills and facilitation skills. Be able to maintain high level of confidentiality.

DUTIES : To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institutional level. Establish and facilitate Employee Wellness Programmes. Monitor and evaluate the Employee Wellness Programme, Provide an assessment, referral, intervention and appropriate, counselling and aftercare services to employees at the institutions based on relevant qualifications and experience. Marketing and promotion of Employee Wellness Programme within institution. Ensure 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. Co-ordinate sport activities for staff at the facility.

ENQUIRIES : Mrs NP Ndlovu Tel No: (035) 795 1124, ext. 175

APPLICATIONS : should be forwarded to: NseleniCHC.HRJobApplication@kznhealth.gov.za or Hand delivered to: Human Resource Office, 645 Ubhejane Road, Nseleni Township between (7H30-16H00). Applicants are encouraged to apply through the online eRecruitment system at www.kznonline.gov.za/kznjobs.

<u>FOR ATTENTION NOTE</u>	: The Assistant Director: HRM : Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates ONLY on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/ work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply.
<u>CLOSING DATE</u>	: 09 October 2023
<u>POST 34/214</u>	: <u>PUBLIC RELATIONS OFFICER REF NO: BETH 50/2023</u>
<u>SALARY</u>	: R359 517 per annum. 13th Cheque, Medical Aid Optional and Home Owners /Housing Allowance (Employee must meet prescribed requirements).
<u>CENTRE REQUIREMENTS</u>	: Bethesda District Hospital - (KwaZulu - Natal) : Grade 12 / Senior Certificate. Degree / Diploma in Communication or Journalism. 1-2 years' relevant experience. Recommendations: Computer literacy. Vali Driver's license. Knowledge, Skills, Training and Competencies Required: Good verbal and written communication skills. Good interpersonal skills. Planning and organizing skills. Maintaining of high volume of confidentiality.
<u>DUTIES</u>	: Liaise with the media on behalf of the Health Institution and transmit official statements and information terms to the media or general public. Answer queries on behalf of the Health Institution and handle all complaints arising from reports about the Institution. Plan and take action to promote good relations between the general public, media, Health Institution and the Department. Compile official declaration and write speeches and reports in consultation with and on behalf of the Health Institution. Issue press release in consultation with and on behalf of the Health Institution with a special focus on determination and rectification of shortfalls within the Department service delivery. Advise the Health Institution and other line functionaries in respect of issues relating to liaising with the media or general public.
<u>ENQUIRIES</u>	: Mr. M.I Mathe (Chief Executive Officer) Tel No: (035) 595 3103 Email: BethesdaHospital.HRJobApplication@kznhealth.gov.za
<u>APPLICATIONS</u>	: 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.
<u>NOTE</u>	: 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). 13 October 2023

CLOSING DATE

:

POST 34/215

:

ADMINISTRATION CLERK SUPERVISOR (PATIENT ADMIN) REF NO: ITSH 37/2023 (X1 POST)

SALARY

:

R294 321 per annum. Other Benefits: 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet prescribed requirements)

CENTRE

:

Itshelejuba Hospital

REQUIREMENTS

:

Matric/Senior Certificate or equivalent qualification, 3 -5 years' experience in Patient Admin. Recommendations: Computer literacy: Certificate in records management, Drivers Licence, National Diploma in Public Management or Public Administration, Computer Literacy in MS office application. Knowledge, Skills, Training and Competencies Required: Knowledge of systems, Good communication skills. Ability to keep abreast of work related developments. Planning Organising, decision making, and conflict management skills. Knowledge of current health and public service legislation regulations and policies. Computer literacy with a proficiency in MS office software applications. Strong interpersonal, communication and presentation skills.

DUTIES

:

Supervise entire Patient Records administration and registry services. Monitor and ensure process of admissions and discharge of patients. Monitor and manage receipt of cash to patients. Handling of request by the 3rd party in terms of PAIA. Maintain patient records, deal with injury on duty cases (IOD) and files. Ensure that all aspect of records keeping and proper filling adhere to relevant policies and standard operating procedures. Handling of motor vehicles accident cases (MVA). Deal with disposal of patients records.

ENQUIRIES

:

Ms.KM Hadebe Tel No: (034) 413 4000

APPLICATIONS

:

All applications must be addressed to Itshelejuba Hospital Private Bag X0047, Pongola, 3170 or hand delivered to the Human Resources Office at Itshelejuba Hospital.

NOTE

:

Applications must be submitted on the Application for Employment Form (Form Z.83), which is obtainable at any Government Department or from the website –www.kznhealth.gov.za it must be accurately completed and signed. Reference number must be indicated in the column provided on the Z.83 form. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 and a detailed and informative curriculum vitae (Experience must be clearly indicated with full dates and positions).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. Failure to comply with the above instructions will disqualify the applicants. The correct reference number must be indicated in the column provided on Z83.e.g. reference number (ITSH 01/2021). Please note that due to large number of applications received, applications will not be acknowledged, however, only the shortlisted applications will be advised of the outcome. If you have not heard from us two months after closing date, please consider your application as being unsuccessful. The appointments are subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualifications, citizenship, and previous experience employment verifications). Please note that candidates will not be reimbursed for S&T claims for attending interviews. Person with disabilities should feel free to apply for the post.

CLOSING DATE

:

13 October 2023

POST 34/216 : **SUPPLY CHAIN CLERK REF NO: NSEL 44/2023 (X1 POST)**

SALARY : R294 321 – R334 194 per annum. 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE : Nseleni Community Health Centre (Supply Chain)

REQUIREMENTS : Grade 12/ Senior Certificate, Degree/Diploma in Supply Chain Management/Financial Management/Financial Accounting/Business Administration/Public Administration. A minimum of 3-5 years Clerical Administration experience in Supply Chain Management. NB: All shortlisted candidates will be required to submit proof of work experience signed and stamped by their employers prior to or on the date of interviews, those currently not in-service will be required to submit a certificate of service from their previous employer/s endorsed by Human Resource Office. Possess in-depth knowledge of financial prescripts such as PFMA, Treasury Regulations and Practice notes. Possess in-depth knowledge of Supply Chain Management, strong leadership, supervisory, communication and interpersonal skills, Labour relations and disciplinary procedure. Ability to work under pressure and meet deadlines. Have the ability to analyse complex information and produce report. High level of accuracy is required. Be computer literate with a proficiency in MS Office applications.

DUTIES : Responsible for ensuring the provision of logistic management services. Manage stores or warehouse where stock are kept. Ensure compliance with departmental SCM Policy Framework, Practice Notes and Treasury Regulations. Provide support to the clinics in terms of stock management. Prepare and analyse monthly reports including RIDIV template relate to supply chain management. Report on wasteful and fruitless expenditure. Coordinate the sitting of loss and damage committee. Conduct internal auditing and risk management activities on regular basis. Supervise, train and develop staff in line with EPMS and segregation of duties in order to improve service delivery. Oversee the proper management of asset including compilation of assets register and proper barcoding of assets. Capture assets procured by the institution on Fixed Asset Register (FAR), do assets additions and journals. Conduct stock take and verification of assets on quarterly basis and compile reports as per requirement. Coordinate in-service training in order to promote service delivery. Ensure that the asset disposal processes are done regularly and according to the asset management policy and standard operating procedure. Manage services and repairs of medical equipment through Health Technology Services. Co-ordinate SCM including Asset related issues and reports for the entire district.

ENQUIRIES : Mr S Cele Tel No: (035) 795 1124, ext. 159

APPLICATIONS : should be forwarded to: NseleniCHC.HRJobApplication@kznhealth.gov.za, Hand delivered to: Human Resource Office, 645 Ubhejane Road, Nseleni Township between (7H30-16H00). Applicants are encouraged to apply through the online eRecruitment system at www.kznonline.gov.za/kznjobs.

FOR ATTENTION : The Assistant Director: HRM

NOTE : Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/ work permit holders must

have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply.

- CLOSING DATE** : 09 October 2023
- POST 34/217** : **SUPPLY CHAIN CLERK SUPERVISOR REF NO: SCC DE 40/2023 (X1 POST)**
Component: Supply Chain Management-Demand
- SALARY** : R294 321 per annum (Level 07). Other Benefits: medical aid (optional), housing allowance: employee must meet the prescribed requirements.
- CENTRE** : Eshowe District Hospital
- REQUIREMENTS** : Grade 12 / senior certificate. Minimum of 3 years in experience in Supply Chain Management.). NB: Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates. Knowledge, Skills, Training and Competencies Required: Knowledge of legislative framework governing the Public Service. Knowledge of supply chain management. Knowledge of SCM Procedures and policies in asset management. Good communication skills. Computer Literacy.
- DUTIES** : Provide need assessment to ensure that required and services are in compliance with Department SCM Policy Framework, Practice notes and treasury Regulations. Determine clear specification for the quality of goods and services required. Ensure that the requirements are linked to budget and analyse the supplying industry for compliance. Respond promptly, courteously and efficiently to suggestions, queries and complaints from the wards, department and stakeholders. Facilitate the quotation process. Compile and maintain supplier's database. Conduct the evaluation and compliance thereafter of vendor's/suppliers performance. Supervise resources (Human Resources, Financial and equipment) in the unit. Co-ordinate the Non Stock item requisition process. Support train and mentor supply chain management officials to ensure the imperatives and practices are implemented. Deal with disciplinary and grievance matters including monitoring and managing Absenteeism and referrals. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS).
- ENQUIRIES** : Assistant Director Finance: Ms NZB Khanyile Tel No: (035) 473 4500
- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer, Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date.
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- 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. 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. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers licence, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).
- CLOSING DATE** : 13 October 2023

<u>POST 34/218</u>	:	<u>ARTISAN FOREMAN (ELECTRICAL) REF NO: MBO 61/2023 (X1 POST)</u>
<u>SALARY</u>	:	R294 321 per annum. Other Benefits: 13th Cheque, Housing Allowance (employee must meet prescribed requirements), Medical Aid (optional).
<u>CENTRE</u>	:	Mbongolwane Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or Equivalent qualification, Trade test certificate in Mechanical /Electrical as per terms of section 13(2) of the Manpower Training Act 1998, as amended, 3 year working experience. Valid Code 08 Driver Licence. Recommendations: Understanding of the hospital setup. Knowledge, Skills and Competencies: Project Management. Use of tools and electrical equipment, including power machines. Ability to read relevant drawings and equipment. Identification of spares and equipment. Ability to carry out faulty findings. Occupational health & safety. Problem solving analysis. Team work and creativity.
<u>DUTIES</u>	:	Perform operational and maintenance functions within the institution and designated clinics. Assume overall responsibility for ensuring that planned and unplanned maintenance and repairs is carried out timeously. Compile reports and motivations for new work, personnel, services etc, and for improvement of existing services .Undertake technical and other such investigations as required by Chief Artisan/Maintenance Manager. Assume overall control and responsibility for the supervision and guidance of all subordinates in the Electrical Division. Be responsible to ensure cleaning of work place/ workshop is carried out properly. Exercise control of tradesman aid and handyman and artisans. Exercise control over equipment /tools and keep in good working order. Keep up to date and current equipment register. Be responsible for material issued and completed job. Always adhere to safe working practice (in according to Occupational Health and Safety Act 85 of 1993). Attend safety and practical orientated training courses and lectures .Perform stand-by duties and after-hours calls-outs. These duties can at times can include the duties. Associated with other trades such as fitter, plumber and carpenter. Working overtime with remuneration when considered and with the approval of the Maintenance Supervisor. Be prepared to visit primary health care clinic to perform maintenance duties when required. Conduct institution walkabout with other institutional managers. Deputize as the section head in the absence of Chief Artisan.
<u>ENQUIRIES</u>	:	Mr. EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6842, ext. 1014/ Tel No: (035) 476 6242, ext. 1004
<u>APPLICATIONS</u>	:	should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-PETT, 3820 or Hand Deliver to: Mbongolwane District Hospital
<u>FOR ATTENTION</u>	:	Human Resource Manager
<u>WEBSITE</u>	:	Online (E-Services) www.e-services.gov.za
<u>NOTE</u>	:	The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.
<u>CLOSING DATE</u>	:	10 October 2023
<u>POST 34/219</u>	:	<u>ARTISAN PLUMBER REF NO: MBO 62/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R220 533 per annum Grade 2: R258 753 per annum

**CENTRE
REQUIREMENTS**

Other Benefits: 13th Cheque, Home Owners Allowance (employee must meet prescribed requirements), Medical Aid (optional)

Mbongolwane Hospital

Grade 1: Grade 12 or Equivalent qualification. Recognizable trade test certificate in plumbing as per terms of section 13(2) of the Manpower Training Act 1998, as amended. 0-2 year's appropriate/recognizable experience in Plumbing after obtaining relevant trade test. Valid Code 08 Drivers Licence. Only shortlisted candidate will be required to submit proof of current and previous experience endorsed by HR department. **Grade 2:** Grade 12 or Equivalent qualification. Recognizable trade test certificate in plumbing as per terms of section 13(2) of the Manpower Training Act 1998, as amended. 14 years appropriate/recognizable experience in Plumbing after obtaining relevant trade test. Valid Code 08 Drivers License. Only shortlisted candidates will be required to submit proof of current and previous experience endorsed by HR department. Recommendations: Understanding of the hospital setup. Knowledge, Skills and Competencies: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification.

DUTIES

Visual check and repairs of all plant and equipment under his/her scope of work ie geyser, clarifiers, sanitation, sewer lines, and meter reading and able to operate workshop machinery. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job-cards. Inspect equipment and or facilities for technical faults. Repair equipment and/or facilities for technical faults. Test repair equipment and facilities according to standards. Service equipment and/or facilities according to schedule. Quality assure service and maintained equipment and/ or facilities. Order and exercise control over plumbing equipment. Conduct walkabout and check leakages and blockages around the hospital and clinics. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan.

ENQUIRIES

Mr. EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6842, ext. 1014/ Tel No: (035) 476 6242, ext. 1004

APPLICATIONS

should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-PETT, 3820 or Hand Deliver to: Mbongolwane District Hospital

FOR ATTENTION

WEBSITE

Online (E-Services) www.e-services.gov.za

NOTE

The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE

10 October 2023

POST 34/220 : **ARTISAN MECHANICAL FITTER REF NO: MBO 57/2023 (X1 POST)**
Component: Systems

SALARY : Grade 1: R220 533 – R244 737 per annum. Other Benefits: Home Owners Allowance (prescribed requirements to be met), 13th Cheque, And Medical Aid (Optional)

CENTRE : Mbongolwane District Hospital

REQUIREMENTS : Grade 12 or Equivalent qualification. Trade test certificate mechanical fitter as per terms of section 13(2) of the Manpower Training Act 1981, as amended. 0-2 year experience. Valid Code 08 Driver's License. Recommendations: Good understanding of the hospital setup. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer skills. Technical report writing. Production, process knowledges and skills. Customer focus and responsiveness. Communication and computer skills. Planning and organizing.

DUTIES : Produce designs according to client specification and within limits of production capacity. Quality assurance of produced objects. Inspect equipment and /or facilities for technical faults. Repair equipment and facilities according to standards. Service equipment and or facilities according to schedule. Quality assure serviced and maintained equipment and or facilities. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Supervise and mentor staff. Continuous individual development to keep up with new technology and procedures.

ENQUIRIES : Mr. EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6842, ext. 1014/ Tel No: (035) 476 6242, ext. 1004

APPLICATIONS : should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-PETT, 3820 or Hand Deliver to: Mbongolwane District Hospital

FOR ATTENTION : Human Resource Manager

WEBSITE : Online (E-Services) www.e-services.gov.za

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 10 October 2023

POST 34/221 : **ARTISAN PRODUCTION: CARPENTER REF NO: MBO 58/2023 (X1 POST)**
Component: Systems

SALARY : Grade 1: R220 533 – R244 737 per annum. Other Benefits: Home Owners Allowance (prescribed requirements to be met), 13th Cheque, And Medical Aid (Optional)

CENTRE : Mbongolwane District Hospital

REQUIREMENTS : Grade 12 or Equivalent qualification. Trade test certificate Carpentry as per terms of section 13(2) of the Manpower Training Act 1981, as amended. 0-2 year experience. Valid Code 08 Drivers License. Recommendations: Good understanding of the hospital setup. Knowledge, Skills and Competencies: Technical analysis knowledge. Computer –aided technical applications. Technical report writing. Production, process knowledges and skills. Customer focus and responsiveness. Communication and computer skills. Planning and organizing.

DUTIES : Able to operate workshop. Supervise handyman and tradesman aids. Be responsible for material issued to him/her and completion of job cards. Inspect

and repair equipment for technical faults. To perform stand-by duties and often hour call outs. Order and exercise control over plumbing equipment. Compile and submit report, provide inputs on the compilation of technical reports. Daily reporting of faults, job progress and completion of jobs. Weekly inspection for all doors, door lockers, frames flooring, roofs and sprockets. Replace locks to cupboard, drawer and doors.

ENQUIRIES : Mr. EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6842, ext. 1014/ Tel No: (035) 476 6242, ext. 1004

APPLICATIONS : should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-PETT, 3820 or Hand Deliver to: Mbongolwane District Hospital

FOR ATTENTION : Human Resource Manager

WEBSITE : Online (E-Services) www.e-services.gov.za

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 10 October 2023

CLOSING DATE :

POST 34/222 : **ARTISAN ELECTRICIAN REF NO: MBO 63/2023 (X1 POST)**

SALARY : R176 310 per annum. Other Benefits: 13th Cheque, housing allowance (employee must meet prescribed requirements), medical aid (optional)

CENTRE : Mbongolwane District Hospital

REQUIREMENTS : Grade 12 or Equivalent qualification, Trade test certificate in Electricity as per terms of section 13(2) of the Manpower Training Act 1998, as amended.0-2 year experience. Valid Code 08 Driver Licence. Recommendations: Good understanding of the hospital setup. Knowledge, Skills and Competencies: Good understanding of the occupational health and safety act. Technical and practical skills and experience of the trade. Good knowledge of water reticulation system. General repair, maintenance and soldering copper pipes. Good verbal and written communication skills, problem solving, conflict resolution. Ability to read drawing and drawing technical plumbing specification.

DUTIES : Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repaired equipment and/or facilities against Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs on the compilation of technical reports. Keep and maintain job record. Continuous individual development to keep up with new technologies and procedures. Form part of multidisciplinary team doing rounds in the hospital and clinics; and take necessary step to fix all identified shortfalls. Compile and submit report, provide inputs on the compilation of technical reports. Deputize as the section head in the absence of Chief Artisan.

ENQUIRIES : Mr. EB Nyele (Assistant Director: Facilities Management) Tel No: (035) 476 6842, ext. 1014/ Tel No: (035) 476 6242, ext. 1004

APPLICATIONS : should be forwarded to: The Chief Executive Officer, Private Bag X126, Kwa-PETT, 3820 or Hand Deliver to: Mbongolwane District Hospital

FOR ATTENTION : Human Resource Manager

WEBSITE : Online (E-Services) www.e-services.gov.za

NOTE : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. The Circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

CLOSING DATE : 10 October 2023

POST 34/223 : **MEDICAL SPECIALIST (X5 SESSIONS) REF NO: MEDSPECSESS RAD/1/2023 (X1 POST)**
Department: Radiology

SALARY : Grade 1: R585.00
Grade 2: R667.00
Grade 3: R772.00

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Specialist qualification in Diagnostic Radiology with additional subspecialty qualification or experience in interventional radiology. Current registration with the Health Professions Council of South Africa as a Specialist Radiologist. Fellowship certificate or diploma in interventional radiology will be an added advantage. Experience: **Grade 1:** No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Specialist with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Five (5) years but less than ten (10) appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Six years relevant experience after registration as a Medical Specialist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** Ten (10) years Ten (10) years and above appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Eleven years relevant experience after registration as a Medical Specialist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Training and Competencies: Sound knowledge and experience in Diagnostic Radiology and Interventional Radiology. Interventional Radiology Experience Necessary. Ability to work independently with vascular and non-vascular interventional radiology procedures. Ability to teach and supervise interventional radiology to registrars and consultants. Ability to work with multidisciplinary team and chair MDT meetings. Middle management skills. Research skills and experience and ability to supervise registrars. Good administrative, leadership, decision making and communication skills. Computer Literacy. The post is aimed at someone that can establish, grow and sustain interventional radiology sub-department in an academic tertiary institution radiology department.

DUTIES : Provide subspecialty service of vascular and non-vascular interventional radiology at Inkosi Albert Luthuli Central Hospital. Teaching and training radiology registrars and consultants how to perform interventional procedures. Maintain clinical, professional and ethical standards related to these services. Training and supervision of medical officers and registrars working in the general radiology department. Provide expert opinion where required and consult with other clinical specialists on radiological procedures. Participate in

<u>ENQUIRIES</u>	:	the Quality Improvement Programmes of the Department. Conduct, Participate and assist in research and MDT meetings. Participate in commuted overtime.
<u>APPLICATIONS</u>	:	Dr N. Dlamini. Tel No: (031) 240 2294/5.
	:	All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
<u>NOTE</u>	:	An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
<u>CLOSING DATE</u>	:	09 October 2023
<u>POST 34/224</u>	:	<u>MEDICAL SPECIALIST REF NO: MEDSPECSESS PAEDS GASTRO/1/2023 (X1 POST)</u> Department: Paediatrics – Gastroenterology
<u>SALARY</u>	:	Grade 1: R585.00 Grade 2: R667.00 Grade 3: R772.00 Nature of appointment: Sessional – Not exceeding 12 months; subject to annual review Hourly Rate Per Session/ (Notch per annum)
<u>CENTRE REQUIREMENTS</u>	:	Inkosi Albert Luthuli Central Hospital Current registration with Health Professions Council as a Medical Specialist in Paediatrics. Experience: Grade 1: No Experience required from South African qualified employees. One year relevant experience after registration as a Medical Specialist with recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Five (5) years but less than ten (10) appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Six years relevant experience after registration as a Medical Specialist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: Ten (10) years Ten (10) years and above appropriate experience as a Medical Specialist after Registration with HPCSA as a Medical Specialist. Eleven years relevant experience after registration as a Medical Specialist with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Knowledge Skills and Experience Required: Knowledge and skills in Paediatric Gastroenterology. Demonstrate the ability to work as part of a multidisciplinary team. Sound communication, negotiation, planning,

- organising, leadership, decision-making and interpersonal skills. Assistance in medico-legal matters would be an advantage.
- DUTIES** : The candidate will be expected to work in the Paediatric Gastroenterology – ward and clinics. Assist with the provision and development of Paediatric services as determined by the Clinical HOD at Inkosi Albert Luthuli Central Hospital. Active participation in the clinical activities in the allocated domain. Ensure sound labour relations in compliance with relevant legislation while maintaining the interests of the patient. To participate in clinical audit programmes. To assist in teaching when required.
- ENQUIRIES** : Prof PM Jeena Tel No: (031) 240 2046
- APPLICATIONS** : All applications must be addressed to the Human Resources Manager, and should be placed in the application box situated at Security at the entrance to the Management Building at IALCH or posted to Private Bag X03, Mayville, 4058.
- NOTE** : An Application for Employment Form (Z83) must be completed and forwarded. This is obtainable from any Public Service 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. Certified copies of qualifications, proof of registration and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. Original signed letter from your current employer, confirming current and appropriate work experience related to the requirements and recommendations of the advert to be submitted only when shortlisted. People with disabilities should feel free to apply for the posts. The reference number must be indicated in the column provided on the form Z83, e.g. ref APRO/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. It is the short listed candidate's responsibility to have the foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation on or before the day of the interview. Failure to comply will result in the application not being considered. The selected candidate will be subjected to a pre-employment screening and verification process including a CIPC (Companies Intellectual Property Commission) screening. Due to the large number of applications we receive, receipt of applications will not be acknowledged. Should you not be advised within 60 days of the closing date, kindly consider your application as unsuccessful. Please note that due to financial constraints, there will be no payment of S&T claims. This Hospital is an equal opportunity, affirmative action employer whose aim is to promote representatively in all levels of all occupational categories in the Hospital. Person with disabilities and African males are encouraged to apply. Please note that other race groups are also not restricted from applying.
- CLOSING DATE** : 09 October 2023

**PROVINCIAL ADMINISTRATION: LIMPOPO
PROVINCIAL TREASURY**

The Limpopo Provincial Treasury is an equal opportunity and affirmative action Employer. Designated race groups, females and persons with disabilities remain the target groups and are encouraged to apply.

- APPLICATIONS** : All applications must be forwarded to: Director: Human Resource Management, Private Bag X9486, Polokwane, 0700 or Hand delivered to: ISMINI Towers Building, Office No. GOO2 (Ground Floor) Registry, 46 Hans van Ransburg Street, Polokwane, 0700. Late applications or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
- CLOSING DATE** : 09 October 2023 @ 16H00
- NOTE** : Applications must be submitted on new Z83 forms obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields should be completed in full except the following: South African applicants need not to provide passport numbers. If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable. A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”; if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and detailed Curriculum Vitae also showing all information as required by the advert. The Z83 form must be completed in the manner that allows the selection committee to assess the quality of the candidate based on the information that is contained in the form. The Department will request certified copies of qualifications and other relevant documents for shortlisted candidates which may be submitted to HR on / or before the date of the interview. A specific reference number for the post applied for must be quoted in the space provided on the new form Z83. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore must submit the copies of certificates and evidence of evaluation by the SAQA for foreign qualification if they are invited to attend interviews. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Shortlisted applicants will be required to provide their original qualification certificates and ID on the day of the interview for verification purposes. The recommended candidates for appointments will be subjected to Personnel Suitability Checks. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of

section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and Technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. In order to ensure that potential SMS members have a background on processes and procedures linked to the SMS, 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 with effect from 1st April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS level. The link for the completion of the pre-entry certificate is as follows: www.thensg.gov.za/training-course/sms-pre-entry-programme. Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such. However, all short-listed candidates will be required to have completed the certificate and submit such on the date of the interview.

MANAGEMENT ECHELON

- POST 34/225** : **DIRECTOR: STRATEGIC MANAGEMENT REF NO: LPT/21**
Branch: Corporate Management Services
- SALARY** : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : An NQF level 7 qualification as recognized by SAQA in Public Management /Strategic Management / Human Resource Management or related field. Five (5) years' experience at (MMS) middle/senior managerial level in Public Management. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Development Planning policies and understanding of the legislative framework governing the Public Service such as Public Service Act, Public Service Regulations, National Evaluation Policy Framework, Framework for Strategic and Annual Performance Plans, Public Finance Management Act and Treasury Regulations. Negotiation Skills, Analytical Skills, Good Communication Skills, Group Dynamics, Diversity Management, Facilitation Skills, Co-ordination skills and Leadership skills. 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, Customer Focus and Communication.
- DUTIES** : Manage monitoring and evaluation processes. Develop and implement departmental monitoring and evaluation systems. Manage and coordinate departmental integrated planning, policy research and policy development processes. Develop all departmental strategic planning documents in line with DPME guideline and relevant prescripts. Conduct policy research on new policy proposals of the department. Manage and coordinate departmental policy development processes in the department. Establishes an organizational performance management system; Monitor and evaluate organizational performance of the department on an ongoing basis; Collate information for compilation of Departmental quarterly and annual performance reports; Ensure the achievement of Directorate operational targets. Manage implementation of Departmental delegation registers.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 34/226</u>	:	<u>DIRECTOR: PROVINCIAL ASSET MANAGEMENT REF NO: LPT/312</u> Chief Directorate: Assets & Liabilities Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by SAQA, in Financial Management/Supply Chain Management or related field. Five (5) years' experience at (MMS) middle / senior managerial level. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Financial Management, policies and understanding of the legislative framework governing the Public Service such as Public Finance Management Act, Treasury Regulation, Preferential Procurement Policy Framework Act and its Regulations, Asset Management Policies, Modified Cash Standards. Basic Conditions of Employment Act, Labour Relation Act, Public Service Act. Advanced computer skills (Microsoft Word, Excel & Power point) coupled with good writing, Communication, co-ordinate skills & presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Develop and review Provincial Asset and inventory management policies and guidelines. Manage development, training and review of policies, guidelines and practice notes. Roll-out policies and guides. Provide conceptual clarification on asset accounting standards. Manage and provide support on 13 votes and 5 public entities on the maintenance of asset registers. Compilation of Asset Registers. Conduct monthly expenditure reconciliations. Update Asset Registers for Additions. Develop Action Plans and clear audit queries. Build audit records for asset transactions. Consolidate Asset Registers for Disposals. Consolidate Asset Registers for Transfers. Consolidate Asset Registers for Valuations. Populate mandatory Asset Register fields appropriately. Develop Procedure Manuals and Integrated Annual Asset Management Plans. Manage and provide support on 13 votes and 5 public entities on the safeguarding of assets. Access control to assets. Monitor security checks at main entrance. Provisioning of fire extinguishers. Fire belts/breaks around premises. Clearance of hazardous elements within asset locations. Storage of assets clear of severe weather conditions. Effective asset maintenance. Free assets from over/under utilization. Manage and provide support on 13 votes and 5 public entities on asset verifications. Asset Verification project planning. Update on Table 1 (Asset Location). Clearance and archiving of prior verification statuses. Consolidate Asset Register prior to undertaking the project. Clearance of exceptions from prior projects. Assist with logistical planning. Post verification update of Asset Register. Manage and provide support on 13 votes and 5 public entities on asset disposals. Establishment of Asset Disposal Committees. Disposal Process Administration (publications, lots, ring-fencing of assets, rule clarifications, etc). Disposal Auction transparency, fairness and equity. Treasury Approval for regulated disposals. Bidder's reconciliation. Disposal revenue reconciliation. Manage and provide support on 13 votes and 5 public entities on inventory management. Maintenance of Inventory Registers. Conduct Inventory Stock take. Application of Inventory Management Techniques (ROL, EOQ, Valuations, etc.) Warehousing (Bins and Shelving and Cleanliness). Financial Reporting on Inventories. Internal Control Compliance (Segregation of Duties and Access Control). Safeguarding of Inventories (Risk of fire, theft and obsolescence). Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Manage Project. Ensure the achievement of operational targets. Manage others and projects ensuring that all contribute towards achievement of departmental goals. Develop Guidelines/Practices/ Frameworks/ M&E.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 34/227</u>	:	<u>DIRECTOR: GOVERNANCE, MONITORING AND COMPLIANCE REF NO: LPT/390</u> Branch: Financial Governance
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by SAQA in Commerce/ Accounting/ Internal Auditing. Five (5) years' experience at the (MMS) middle/senior managerial level in Governance, Monitoring and Compliance/ Internal Control / Internal Auditing/ External Auditing. Valid driver's license (except for persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts in PFMA, Treasury Regulations and Public Sector Financial Management Policies, Public Service Regulations, Investment Management, Budgeting, Cash flow management and Government Financial Systems (LOGIS, PERSAL and BAS). Computer (Microsoft Word, Advanced Excel and Power point) and Interpretation and analytical skills. Competencies: Strategic Capability and Leadership. Programme and Project Management. Financial Management. People Management and Empowerment. Honesty and Integrity. Change Management, Computer Literacy, Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus, Communication. Ability to Manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership.
<u>DUTIES</u>	:	Manage compliance on norms, standard, policies and guideline – Research, identify and coordinate the process of drafting policies, instruction notes and guidelines in terms of section 18 of the PFMA. Provide and obtain comments on financial management legislation and regulations. Identify cutting edge monitoring and evaluation methodologies to ensure effective monitoring of financial management. Develop and maintain toolkit related to PFMA compliance and provide oversight reports to HOD, MEC and Legislature. Review compliance with applicable policies and guidelines. Coordinate compliance with the applicable legislation – Facilitate, manage and report on the management of unwanted expenditures (irregular, fruitless and wasteful and unauthorised expenditure). Execute oversight over promulgation of the Provincial Finance Act. Facilitate listings/delisting of Public Entities (including Subsidiaries) to National Treasury. Facilitate the review of governance compliance (Companies Act and King IV) by Provincial Public Entities (including subsidiaries). Assess remuneration of board and committee members of public entities (including subsidiaries) to ensure alignment to national norms. Attend and monitor audit steering committee meetings. Support development of audit action plans. Review the process of analysing audit reports and monitor implementation of remedial action plans. Oversee the provision of support to governance and oversight structure – Manage provincial audit committee. Coordinate the quarterly AC meetings and reporting. Review the annual reports of the AC for reporting in annual reports of departments. Ensure availability of secretariat functions for governance forums. Manage implementation of forum resolution and report back. Provide technical advice to Board of Directors and SCoPA. Execute oversight on the implementation of SCOPA and cabinet resolution. Coordinate PFMA practitioner's forum for departments and public entities including subsidiaries and ensure its effective functioning. Provide support to departments and public entities on the development of internal controls - Develop and manage the issuing of Treasury Instructions. Contribute towards the development of best practice guidelines and training material. Provide support on the implementation of delegations (section 44 and 56 of the PFMA). Review Financial Misconduct for Departments and Public Entities including Subsidiaries. Evaluate fraud prevention and losses control systems. Evaluate the effective use and application of the internal controls. Coordinate the assessment of provincial treasury performance on its mandate - Develop a tool

		to monitor and assess the effectiveness of the Provincial Treasury delivery on its mandate. Establish an electronic reporting tool for all transversal functions.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/228</u>	:	<u>DIRECTOR: BUDGET MANAGEMENT REF NO: LPT/245</u> Branch: Sustainable Resource Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by SAQA in Financial Management/Accounting/Economics or related field. Five (5) years' experience at (MMS) middle / senior managerial level. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of the Public Service Regulatory Framework. Knowledge of the PFMA; National Treasury Regulations and Instruction Notes; cost accounting and business practices. Knowledge of financial management prescripts, government budgeting processes, management accounting, revenue management, risk management, auditing and performance management. Knowledge of public service financial management systems (BAS, PERSAL and Vulindlela). Problem solving skills and analysis, listening skills, Teamwork, communication skills (written and verbal), Computer literacy (MS Office with focus on Excel. Word and PowerPoint) Travelling and extended working hours may be required. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Manage the preparation of provincial budget. Develop Provincial Budget policies and procedures in consultation with stakeholders. Develop Provincial Instruction notes and guidelines based on the need. Develop and maintain effective and efficient controls systems on budget management. Develop and issue MTEF Budget guidelines and provide training thereof. Engage National Treasury on rollovers and surrenders on Conditional grants. Conduct conditional grant rollover bilateral and prepare provincial rollover memo for approval. Review departmental and public entity database. Review consolidated EPRE Excel tables and non-financial information. Review consolidated budget adjustment book and finalize before printing. Consolidate the budget adjustments tables. Analyse budget submission for 1st; 2nd and final draft. Conduct the Provincial MTEC hearing and provincial allocation. Participate during the Provincial MTEF budget allocation. Issuing of adjustment budget guidelines. Conduct adjustment budget bilateral meetings. Manage the implementation of provincial budget. Analyse consolidated monthly in year monitoring reports for departments and public entities and provide reports to respective departments. Analyse the virements / shifting of funds submission in line with prescripts for approval. Analyse the contractual obligation payments and provide advise. Analyse budget and determine correct classification on Bas system. Unpack budget in line with correct SCOA items. Manage and analyse the alignment of provincial strategic plan, annual performance plans and budgets expenditure plans. Ensure integration and synergy of budget priorities between departments and public entities. Ensure that new policy proposals are costed and the relative priority determined. Motivate for funding for programmes and project in line with departmental mandate. Ensure alignment of conditional grants funding to provincial priorities and mandate. Monitor implementation of provincial priority programmes and projects. Consolidate annual performance indicator in the budget documents. Provide reports on budget performance against annual performance plans. Manage the evaluation of inter-governmental systems for improved performance. Engage departments and public entities through MTEC hearing and provide reports. Facilitate the Executive Council Budget Committee meeting. Compile report to be tabled to the Executive Council Budget Committee HOD's Forum and Executive Council on budget matters. Compile reports and participate during the monthly Budget and Revenue forum meetings. Participate during the departmental Executive Management meetings as and when required. Engage provincial CFO's and budget managers on budget matters. Participate in the provincial CFO's forum as and when required. Provide strategies to curb Compensation of Employees' costs and the management thereof.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/229 : **DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY REF NO: LPT/89**
Chief Directorate: Information Management

SALARY : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office - Polokwane
An NQF level 7 qualification as recognized by SAQA in Information Technology /Computer Science or related field. Five (5) years' experience at (MMS) middle / senior managerial level in Information Management. /Information Technology. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, Public Finance Management Act, (PFMA), Labour Relations Act(LRA)Employment Equity Act (EEA),Public Service Regulation (PSR),State Information Technology Agency (SITA), ICT Governance, Electronic Document Management System ,Minimum Information Security Standards (MISS)Report writing, Planning and Organising, Project management. Good communication skills, Group dynamics & Diversity management. Knowledge and understanding of the ICT environment end to end. Knowledge and understanding of ICT infrastructure management including disaster recovery planning. ICT management in relation to strategic alignment, value delivery, resources and risk management. Knowledge of IT service management. Knowledge of ICT Governance. Knowledge of ICT project management and delivery. Excellent leadership and organizational skills. Ability to provide leadership to a team of specialised and administrators. Innovative and self-driven professional with proven leadership skills. Excellent interpersonal skills. Ability to perform under pressure. 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, Customer Focus and Communication.

DUTIES : Provide information technology governance services. Develop information technology plan and operational plans to give effect to the strategic direction and management plans of the department. Implement the ICT projects in line with the ICT Strategy. Advise the Accounting Officer on ICT trends and other related matters affecting the strategic direction of the department and Government in general. Develop, monitor and implement the ICT policies, guidelines, processes, norms and standards and procedures informed by the National Corporate Governance of information Communication Technology Policy Framework (CGICTPF) of government. Manage the provision of IT Security Services. Ensure ICT planning, alignment, programme management and M&E. Manage Information communication technology operations and governance. Manage ICT services level agreements. Represent the department in the Provincial and National GITO Council and other related forums.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/230 : **DIRECTOR: LEGAL SERVICES REF NO: LPT/19**
Chief Directorate: Corporate Services

SALARY : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office - Polokwane
An NQF level 7 qualification as recognized by SAQA in LLB or relevant Qualification. Five (5) years' experience at (MMS) middle / senior managerial level in Legal Services. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of Human Resources prescripts as well as understanding of the legislative framework governing Public Service such as Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Promotion of Administrative Justice Act, Promotion of Access to Information Act, Public Service Regulations and various Bargaining Council resolutions. Negotiation

skills, People Management, Financial Management, Planning and Organizing, Time Management, Strategic Planning, Policy Analysis and Development, Good Communication skills, Group Dynamics, Change Management, Diversity Management, Facilitation skills, Coordination skills, Leadership skills and Knowledge Management skills. 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, Customer Focus and Communication.

DUTIES : Offer legal opinions and advices by advising MEC on appeals lodged against administrative decisions taken in terms of legislation guiding the department, studying and researching the case at hand to give an informed opinion, analyzing and checking prospects of success, giving advice to proceed or not, liaising with experts on the relevant fields of law and advising on settlement to avoid unnecessary legal costs. Monitor Legal Contracts by scrutinizing agreements and comply with prescribed procedure for the conclusion of binding documents, identifying the intention of the contract and provide legal advice during conceptualization of the contract, conducting risk assessment to avoid unnecessary financial loss and litigation, consulting with staff and external parties involved in the contract, liaising with State Law Advisors on contracts and rendering regular workshops on contracts. Communicate with State Attorney on litigation matters involving the department by managing the investigation and compiling relevant documents to State Attorney, dealing with litigation on behalf of the department through the State Attorney, conducting research on case at hand to establish state liabilities, giving instructions to State Attorney during court proceedings, managing the investigation and compilation of evidence from Staff and Management, managing the cases referred to the State Attorney with regards to dates and ensuring court appearance by officials and avoid prescription, assisting State Attorney to prepare briefs to advocates where necessary and verifying correctness of the invoices for payment of the State Attorney. Ensure that there is sound labour stability and by providing support to Legal Services directorate and Corporate Management Services. Management of the directorate budget in accordance with the financial management prescripts.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/231 : **DIRECTOR: RISK BASED AND FRAUD AUDITING REF NO: LPT/518**
Chief Directorate: Risk Based Auditing and Specialized Audit Services
Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY : R1 162 200 per annum (Level 13), all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts

CENTRE REQUIREMENTS : Head Office - Polokwane
: An undergraduate qualification (NQF level 7) as recognised by SAQA auditing, CFE/PIA/CIA or equivalent professional designation. Five (5) years' experience at (MMs) middle / senior managerial level in Fraud Risk reviews, Fraud Examinations, Investigations, and auditing. Experience of information technology audit will be an added advantage. Valid Member of relevant Professional Body. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Ability to manage and oversee project implementation processes and activities. The ability to work successfully under pressure and to partner with a dynamic leadership team. Problem-solving skills and innovative capabilities. Knowledge and sound understanding of HR practices. People management skills. Results-driven and service-orientated. The ability to liaise with internal and external stakeholders and network widely. Exceptional ability to apply innovative thought, vision, drive and strong leadership. Knowledge on Fraud/investigation Frameworks, Internal Audit Standards, Public Finance Management Act & Regulations, Public Service Act, Public Service Regulations, and all other relevant prescripts. Computer Literacy and working knowledge of Teammate. Ability to interpret and apply policies. Adaptability during changes to meet the goals. Report writing. Knowledge and ability to apply basic Computer Assisted Audit Techniques. Competencies: Strategic Capability and Leadership, Programme and Project Management, Change Management, Financial Management, People

DUTIES

Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

: Provide internal audit Services: Coordinate the development and project manage the implementation of the Annual and Three-Year Strategic Rolling Plans for relevant Departments. Update the audit universe of auditable activities to inform the development of the three-year strategic and annual risk based internal audit plans. Coordinate and collaborate with other directorates, to ensure that adequate consideration has been given to ensure completeness focus areas of specialized audits. Ensure and coordinate the adequate provisioning to financial and human resources for activities related to audits for votes 11 & 13 client portfolio and ensure that such resource provisioning is in line with budget of the Branch; Coordinate the implementation of Branch strategic and operational plans relevant to the Directorate. Report regularly on significant findings, and progress of the annual internal audit and operational plan implementation, to the chief director, and all relevant stakeholders including oversight committees. Review audit projects to ensure that they are implemented per approved methodology; audit findings are valid supported by relevant recommendations; and summarised in a report for discussions with relevant stakeholders. Ensure the implementation of relevant Cluster Audit Committee resolutions and prepare a Cluster Audit Committee Resolution and Briefing Report for Chief Director review. Ensure implementation of the Quality Assurance Improvement Plan (QAIP). Provide fraud audits: Update the audit universe for risk based and fraud related audits. Collaborate with all risk-based Audit Directors for inclusion in the respective annual and three-year rolling plans. Coordinate with all other directors responsible for risk-based plans for inclusion of the fraud audit plans to be included in order to have a comprehensive audit plan for a particular department. Facilitate the process of conducting fraud risk assessment where departments lack the skills for conducting fraud risk assessments. Ensure that the process for conducting ethics surveys for all departments meets norms, standards and relevant frameworks/prescripts. Ensure all fraud risk audits are conducted in terms of approved methodology, norms and standards and frameworks/prescripts. Ensure quality standards of all work performed by the Fraud Sub-directorate is in terms of the Quality Assurance and Improvement Programme. Review fraud audit projects to ensure that they are implemented per approved methodology; audit findings are valid supported by relevant recommendations; and summarised in a report for discussions with relevant stakeholders including oversight committees. Report regularly on significant findings, and progress of the annual internal audit and operational plan implementation, to the chief director, and all relevant stakeholders including oversight committees. Coordinate the implementation of Audit Committee resolutions. Ensure and coordinate the adequate provisioning to financial and human resources for activities related to the Directorates. Develop the operational financial and human resources required to implement the operational plans and ensure targets are met.

ENQUIRIES

: Ms Kgadima MC Tel No: (015) 298 7000

OTHER POSTS

POST 34/232

: **DEPUTY DIRECTOR: CAA TRAINING OFFICER REF NO: LPT/425/1**
Directorate: Financial Management Capacity Building (Training)
Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY

: R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE REQUIREMENTS

: Head Office - Polokwane
A Qualified Chartered Accountant as Recognized by SAQA (NQF Level 8). Three (3) years' relevant experience at Assistant Director level / Junior Management level in Public Sector. Experience as an accredited SAICA assessor or use of the Electronic Assessment Tool (EAT) will be an added advantage. Valid driver's license with exception of persons with disabilities. Skills and Knowledge: Due regard for prescripts and directives. Ability to work independently and in a team. Good interpersonal and stakeholder liaison skills including presentation skills. Good insights in corporate finance, tax, IFRS, audit, Companies Act and PFMA. Good planning and organizing skills.

		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.
<u>DUTIES</u>	:	Analyse and interpret policies affecting departments and the SAICA programme and ensure congruence including but not limited to academic progress, study leave, salary progression. Develop and maintain recruitment, placement and retention policies for the Chartered Accountants Training Programme. Recommend major change to these policies. Manage relationship with stakeholders. Interface and manage the training between department/primary sites. Interact with SAICA. Oversee/manage the services providers to the Accountants Training Programme in respect of (Learner Tracking System) (IFRS, MCS, Tax and GRAP updates) (Simulation). Liaise with subject matter experts, mentors and assessors. Ensure that trainees are inducted on the nature of the programme and proper use of reporting tool. Establish secondment partners. Interface between departments regarding trainees' movement. Establish academic support programme for trainees. Provide expert advice aligned to the departments APP and strategic plan. Manage compliance on monitoring and evaluation. Advise primary sites on compliance with South African Institutes of Chartered Accountant (SAICA) training regulations. Ensure compliance with SAICA training regulations. Ensure assessments are conducted as required by SAICA. Implement oversight role to improve credibility of the assessment process. Advise on Program's compliance. Report to the Training Officer and Chartered Accountants Training Programme steering committee on the Program matters. Manage financial administration. Perform budget management for Chartered Accountants Training Programme. Authorise the payment for board courses and SAICA qualification examinations. Authorise and control trainee's salaries, conduct benchmarks and propose salary scales relating to trainees and the progression in terms of performance and academic achievements. Authorise the purchase of assets for Chartered Accountants Training Programme (PPE and IT). Manage assets (IT Assets). Manage contracts. Manage CAA trainee' task rotation and skills reviews. Mentor and coach trainees. Manage the discipline of trainees and undertake disciplinary actions when necessary in accordance to LPT policies. Manage the task allocation of the trainees. Monitor and manage the day-to-day workflow of the Program. Manage and administer the trainees' evaluation process. Identify development areas for all trainees and put into place a development plan. Project manage the Chartered Accountants Training Program including but not limited to establishment of training rotation plan with specific areas of exposure to provide the required SAICA competencies.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/233</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: LPT/55</u> Directorate: Employee Utilization and Capacity Building
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 6 qualification in Human Resource Management as recognised by SAQA. Three (3) years' experience at Assistant Director / junior managerial level in Human Resource Management / Human Resource Development / Performance Management and Development. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and Organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within Public Service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Ability to interpret and apply policies, analytical and innovative thinking, research, report writing, workshop presentation and facilitation, ability to operate a computer, Leadership, Organizing, Project Management, Conflict Management, Basic Financial Management, Strategic Management, Policy formulation and Project Management
<u>DUTIES</u>	:	Develop, manage and monitor the implementation of management system, coordinate and administer performance management systems, monitor compliance to PMDS policy and manage resources (Physical and Human).

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/234** : **DEPUTY DIRECTOR: TRANSPORT MANAGEMENT REF NO: LPT/204**
 Directorate: Supply Chain Management
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 6 qualification in Logistics/Transport Management or related field. Three (3) years' experience at Assistant Director / junior managerial level in Logistics / Transport management. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: PFMA and Treasury Regulations. National Government Motor Transport Policy. Planning and organizing. Problem solving and decision-making. Concern for others. Creative thinking. 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, Customer Focus and Communication.
- DUTIES** : Provide fleet (Both subsidized and state owned vehicles). Manage subsidized vehicles, Scheme B, Middle Management and Motor Finance scheme cars. Manage GG vehicles. Ensure that GG vehicles in operation are maintained.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/235** : **DEPUTY DIRECTOR: REVENUE, DEBT AND BANK RECONCILIATION REF NO: LPT/176**
 Directorate: Financial Accounting
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
 : An NQF level 7 qualification as recognized by SAQA in Financial Management. At least three (3) years' Assistant Director Level / junior management level in financial management environment. Valid driver's license with exception of persons with disabilities. Competencies: Knowledge of Public service legislative regulatory framework, including the PFMA, MFMA, MPRA, DORA, and GRAP Accounting Standards, Managerial functions, Financial Management, Human Resource Management, Planning and Organizing, Report Writing, Research\analyzing, Computer software programs (word, excel and power point), Needs and priorities of the Department, Policy formulation and Interpretation and Knowledge of the medium- term expenditure framework.
- DUTIES** : Manage revenue by Compiling and revising revenue budget estimates, requesting, recording and safeguarding face value forms, maintaining stock register, issuing receipts, recording and compiling deposits, reconciling tender documents, checking and collecting revenue returns, correcting bank deposit exceptions, preparing payment vouchers, transferring revenue collected to provincial revenue fund and compiling monthly reports. Manage Departmental debts by monitoring the capturing of debts, maintaining the debt register, authorizing the processes of creating entities, submitting debt age analysis, monthly and quarterly reports, submit quarterly monitoring tool, monitoring irrecoverable debt, ensuring the allocation of direct deposits, pensions and PERSAL deductions to the respective debt and monitoring the reconciliation of debt on PERSAL and BAS. Manage cash by developing, revising and implementing applicable policies and procedures, processing of journal entries into BAS, ensuring that suspense and control accounts are cleared accordingly, preparing feedback on audit queries, evaluating monthly reports, ensuring the month and year end closures, submitting monthly compliance certificates and preparing monthly and annual financial statements.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000

<u>POST 34/236</u>	:	<u>DEPUTY DIRECTOR: MOPANI SUPPLY CHAIN MANAGEMENT SERVICES</u> <u>REF NO: LPT/366</u> Directorate: SCM Client Support Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Mopani District Office An undergraduate qualification (NQF level 7) as recognised by SAQA. 3 years' experience at Assistant Director Level / junior managerial level in Supply Chain Management environment. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Computer Literacy. Adaptability during changes to meet the goals. Financial Management. Policy formulation. Leadership. Research. PFMA, Treasury Regulations, PPPFA and SCM prescripts. Ability to interpret and apply policy. 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, Customer Focus and Communication.
<u>DUTIES</u>	:	Provide SCM capacity building for suppliers. Development of SMME Capacity Development Strategy related to public sector procurement. Facilitate the development of the capacity building program in liaison with other relevant stakeholders. Develop SCM support tools for SMME Development. Conduct workshop and awareness roadshow with suppliers and communities on public sector SCM policies and procedures updates. Conduct workshops and awareness roadshows with suppliers on existing SCM ICT platform. Provide stakeholder support manage human resource management administration. Stakeholder relations management for SMME Development. Provide support to government stakeholders and external stakeholder to support the development and implementation of provincial SCM strategies and plans for improved SCM capacity, capability and performance. Provide support on the implementation SCM knowledge and information strategy. Monitor support on online supplier's registration into the government supplier database and updates of supplier information into the central supplier database. Provide support to suppliers on the usage of existing government SCM ICT platforms. Provide support to SCM officials of departments and public entities on the usage of central supplier database and other online SCM ICT platforms. Develop SCM operation support and advisory services related knowledge and information. Manage subordinate. Monitor sick / annual leave. Monitor performance. Develop job descriptions for subordinates.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/237</u>	:	<u>DEPUTY DIRECTOR: MUNICIPAL FINANCE AND GOVERNANCE REF NO: LPT/302</u> Directorate: Municipal Finance
<u>SALARY</u>	:	R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane An NQF level 7 qualification as recognized by in Financial Management/ Accounting/ Economics or related field. At least 3 years' experience at Assistant Director level / junior management level in Financial Management environment. Valid vehicle (Code EB) driver's license with exception of persons with disabilities. Competencies: Knowledge of Managerial functions, Strategic capabilities and leadership, Programme and Project Management, Financial Management, Human Resource Management, Planning and Organizing, Report writing, Research\analyzing, Financial Legislations and policies (PFMA, Treasury Regulations, etc), Needs and priorities of the Department, Policy Formulation and Interpretation and Knowledge of Medium-Term Expenditure Framework. Analytical and innovative thinking. Workshop presentation and facilitation. Leadership. Project Management. Conflict Management. Change Management. Advanced computer skills.
<u>DUTIES</u>	:	Monitor and review municipalities' compliance with Municipal Supply Chain Management Regulatory Framework and the roll out of SCM reforms. Provide

guidance on the alignment of SCM process to the budget processes. Design assessment tools for monitoring SCM. Advice municipalities on the interpretation of SCM legislative prescripts, regulations and related circulars. Monitor and support municipalities on implementation of Risk Management, Internal Audit, mSCOA, Municipal Internship programme and general compliance with MFMA, its related regulations and circulars.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/238 : **DEPUTY DIRECTOR: FACILITIES & AUXILIARY MANAGEMENT SERVICES REF NO: LPT/116**

Directorate: Records Management and Auxiliary Services

Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An NQF level 6 qualification as recognized by SAQA. 3 years' experience at Assistant Director/ junior managerial level in Supply Chain Management / Public Administration / Facility Management / Disaster Management / Auxiliary Services environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. Ability to implement Government Immovable asset Management Plan (GIAMA). Understanding of Occupational Health and Safety Act, no. 85 of 1993. 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, Customer Focus and Communication.

DUTIES : Maintain infrastructure and allocation of office accommodation. Ensure the provision and maintenance of technology services. Ensure the provision of Housekeeping / Auxiliary Services. To ensure the provision of labour-saving devices and office equipment. To facilitate the provision of office furniture and equipment. Manage human resource within the sub-directorate.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/239 : **DEPUTY DIRECTOR: TRAINING & DEVELOPMENT REF NO: LPT/47**

Directorate: Employee Utilization & Capacity Building

Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)

CENTRE : Head Office - Polokwane

REQUIREMENTS : An NQF level 6 qualification as recognized by SAQA. 3 years' experience at Assistant Director / junior managerial level in Human Resource Development environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, knowledge of Human Resource Development policies as well as understanding of the legislative framework governing the Public Service, Employment Equity Act, Skills Development Act, Basic Conditions of Employment Act, Labour Relations Act, Public Service Act and Regulations, Administrative Justice Act, Promotion of Access of Information Act and Relevant Bargaining Council Resolutions. Negotiation skills. 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, Customer Focus and Communication.

DUTIES : Conduct skills audit and identify training and development needs of employees. Compile Workplace Skills Plan and ensure that training needs of employees

are incorporated on the WSP. Implement WSP. Develop leadership development strategy. Manage staff bursaries. Coordinate Skills Development Committee meetings. Manage AET Learnership. Manage implementation of Compulsory Induction Programme (CIP) for newly appointed employees. Coordinate and conduct orientation and induction programme. Manage resources and budget of the sub-directorate. Coordinate generic training programmes and management development programmes. Compile quarterly and annual training reports for submission to relevant stakeholders such as OTP, DPSA, and PSETA.

- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/240** : **DEPUTY DIRECTOR: LOGISTICS REF NO: LPT/98**
Directorate: Supply Chain Management
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
: An NQF level 7 qualification as recognized by SAQA in Supply Chain Management. At least three (3) years' experience Assistant Director Level / junior management level in Supply Chain Management / Logistics Management environment. Valid driver's license with exception of persons with disabilities. Competencies: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B- BBEE Act, Administrative Justice Act, Promotion of Access of Information Act, Good communication skills, Service delivery innovation, Client orientation and customer focus, Computer literacy, Analytical and interpretative skills and Change and knowledge management.
- DUTIES** : Manage inventories by ensuring that stores items are received in good condition and recorded in the stores index registers, checking stock level for replenishment, ensuring that registers are checked in accordance with Supply chain management Policy, reconciling inventory register and managing the overall functions of the warehouse. Manage the processing of requisitions by monitoring processing of orders and requisitions to ensure that they comply with legislation, managing SCM administrative compliance before order processing, verifying allocations on LOGIS System, verifying specimen signatures, ensuring that all requisitions received are processed within two working days, ensuring that printed orders are sent to suppliers and goods and services are received by the department, approving purchase orders on the financial system, managing cancellation of orders and ensuring that all issued orders are capture on the prescribed register and send to accounts daily.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/241** : **DEPUTY DIRECTOR: RISK – BASED AND INFORMATION SYSTEMS REF NO: LPT/529**
Directorate: Risk Based Auditing
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package which can be structured according to the individual's needs as guided by the Department of Public Service and Administration (DPSA) prescripts)
- CENTRE REQUIREMENTS** : Head Office - Polokwane
: An NQF level 7 qualification as recognized by in Internal Auditing / Auditing or related field. IAT / PIA or equivalent profession will an added advantage At least 3 years' experience at Assistant Director level / junior management level in Internal Audit environment or related field. Valid vehicle driver's license with exception of persons with disabilities. Competencies: Knowledge of Managerial functions, Strategic capabilities and leadership, Programme and Project Management, Financial Management, Human Resource Management, Planning and Organizing, Report writing, Research \ analysing, Technical/standards/procedures, Needs and priorities of the Department, Public Service Regulations, Public Service Act, DPSA directives. Ability to interpret and apply policies, Analytical and innovative thinking, Research, Report Writing, Workshop presentation and facilitation, Computer, Literacy,

<u>DUTIES</u>	: Leadership, Organizing, Project Management, Conflict Management, Financial Management, Change Management and Diversity Management. : Assist the Director during the strategic planning process and with the planning of risk-based audit activities. Develop risk based audit objectives that address the risks controls and governance processes associated with the activities under review; Review the developed audit procedures that will achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for review or approval to the Director prior to the commencement of audit assignments; Plan and monitor audit projects within set timeframes and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Review the conclusions and audit results are based on appropriate analysis and evaluation which are documented on the audit management software to ensure that they are based on appropriate analysis and evaluations, Provide technical and administration support during the risk-based audits. Management client relationships during the audits through entry, engagement and exit meetings. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and SIAS Policies and Procedures.
<u>ENQUIRIES</u>	: Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/242</u>	: <u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION (X2 POSTS)</u> Directorate: Systems Administration
<u>SALARY CENTRE</u>	: R424 104 per annum (Level 09) : Head Office – Polokwane: Ref No: LPT/449 Ref No: LPT/450
<u>REQUIREMENTS</u>	: An NQF level 7 qualification as recognised by SAQA in Financial Systems/Accounting/Financial Management or relevant field. 3 years' experience at supervisory functional level in Accounting/Financial Management or related field environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Public Finance Management Act (PFMA). Computer Skills. Treasury Regulations. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Competencies: Computer Applications. Strategic management. Financial management. Financial Accounting. Financial Systems. Human Resource Management. Change/ diversity management.
<u>DUTIES</u>	: Provide end-user support on transversal financial systems (BAS, LOGIS, PERSAL, etc). Provide support on the provision of financial systems support to 11 departments in order to improve financial and HR data management. Facilitate financial systems performance in all provincial departments to ensure system availability and reactions time. Liaise and make follow up with National Treasury on transversal systems issues. Support department to process opening journals reconciliation of under or overspending and revenue accrual. Support with clearance of control or suspense account and effective closure of book. Facilitate compliance in the utilization of financial systems. Develop month and year end processes to improve financial reporting in the province. Provide support on user account management for all departments to improve access control. Capacitating user on requesting management report. Provide assistant to users in the interpretation of reports. Render technical support to users and enhancement thereof. Monitor management calls life cycle. Capture calls logged via email, telephone and walk-in on ITSM. Investigate calls as assigned by requesting reports, interacting with clients and using other mechanisms to derive possible solutions. Update the calls with the solutions. Forward solutions to clients. Close the calls once the clients have confirmed success of the solution. Manage sub-ordinates. Manage leave. Manage performance.
<u>ENQUIRIES</u>	: Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/243</u>	: <u>ASSISTANT DIRECTOR: CREDIT MANAGEMENT (X2 POSTS)</u> Directorate: Financial Accounting
<u>SALARY CENTRE</u>	: R424 104 per annum (Level 09) : Head Office – Polokwane: Ref No: LPT/168

		Ref No: LPT/169
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification as recognized by SAQA in Finance/ Accounting or relevant field. 3 years' experience at supervisory level in Financial Accounting environment or related field. Valid driver's license with exception of persons with disabilities. Skills and Knowledge: Managerial functions, Financial Management, Human Resource Management, Planning and Organizing, Compilation of reports, Computer Literacy, Ability to interpret policies, Analytic and innovative thinking, Report writing, Computer Literacy, Leadership and Conflict Management. Practical experience on Basic Accounting System, LOGIS and PERSAL. Competencies: Planning and organizing. Problem solving and decision-making. Creative thinking. Customer service orientation. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership.
<u>DUTIES</u>	:	Monitor receipt of invoices due for payment. Pre-authorise / finalize supplier's payments on LOGIS. Authorise sundry payments and Entities on BAS. Certify and Confirm Subsistence & Travel claims for correctness before processing. Authorise S & T claims on PERSAL. Compile and submit monthly funds requisitions as per PFMA and Treasury Regulations. Ensure that all valid supplier invoices are settled within 30 days as per PFMA and Treasury Regulations. Prepare Treasury Instruction Note 34 on 30 days payment report for submission. Prepare monthly report on funds requested against funds spent for submission to Banking & Cash flow management. Prepare quarterly 30 days payments report for submission to Public Service Commission. Prepare quarterly report on Accruals, Payables and prepayments for Financial Statements disclosure. Liaise with departmental SCM for any order related queries before processing. Liaise with suppliers and end users with regard to payment related issues. Prepare a disbursement release letter to Banking and Cash Flow after a scheduled system run. Very payments made against payment stubs after every BAS run.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/244</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION (DATA ANALYSIS)</u> <u>REF NO: LPT/452</u> Directorate: Systems Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Head Office - Polokwane
	:	An NQF level 7 qualification as recognised by SAQA in Accounting/Financial Management/Computer Science/Data Analysis or relevant field. 3 years' experience at supervisory functional level in Accounting/Financial Management/Data Analysis or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Ability to interpret and apply policy. Analytical and innovative thinking. Advanced computer user. Data cleaning and preparation. Data analysis and exploration. Statistical knowledge. Creating data visualizations. Creating dashboards, reports and presentations. Writing and communication. Problem solving. Organizing. Adaptability during changes to meet the goals. Competencies: Computer Applications. Strategic management. Financial management. Financial Accounting. Financial Systems. Human Resource Management. Change/ diversity management.
<u>DUTIES</u>	:	Provide end-user support on reporting and data analysis from transversal financial systems (BAS, LOGIS, PERSAL, etc). from standard system reports and data aggregation services such as Vulindlela and Audit Data Files (etc.) Provide support on the provision reports and related data of financial systems support to provincial departments in order to improve financial and HR data management. Facilitate financial systems performance in all provincial departments to ensure system availability and reactions time. Facilitate compliance in the utilization of financial systems. Develop month and year end processes to improve financial reporting in the province. Provide support on user account management for all departments to improve access control. Capacitating user on requesting management report. Aid users in the interpretation of reports. Render technical support to users and enhancement thereof. Monitor management calls life cycle. Capture calls logged via email, telephone and walk-in on ITSM. Investigate calls as assigned by requesting reports, interacting with clients and using other mechanisms to derive possible solutions. Update the calls with the solutions. Forward solutions to clients.

		Close the calls once the clients have confirmed success of the solution. Manage sub-ordinates. Manage leave. Manage performance.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/245</u>	:	<u>ASSISTANT DIRECTOR: SCM CLIENT SUPPORT: WATERBERG DISTRICT REF NO: LPT/377</u> Directorate: SCM Client Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Waterberg District An NQF level 7 qualification as recognised by SAQA in Economics, Accounting, Financial Management. 3 Years' Experience at supervisory level in SCM /Advice centre environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of public sector SCM policies and procedures. Technical/standards/procedures. Financial Management. Planning and organising. Computer Literacy. Needs and priorities of the department. Legal background. Ability to interpret and apply policies. Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Competencies: Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Planning and organising.
<u>DUTIES</u>	:	Render tender advice by developing the district work programme, conducting procurement workshops/training, conducting relevant research as and when required, interacting with district stakeholders and monitoring implementation of service standards and SDIP. Increase public awareness on existing government tender opportunities and awareness on procurement fraud and corruption by monitoring collection and distribution of tender bulletin and tender documents in the district and conducting fraud and corruption awareness campaign resulting to tendering. Review SMMEs on their capacity to deliver on government contracts by communicating the result with the affected SMMEs and make referrals. Assist on effective usage of district equipment's and machinery and efficient management of stores. Monitor district budget and expenditure Administration of human resource management.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/246</u>	:	<u>ASSISTANT DIRECTOR: SCM CLIENT SUPPORT: SEKHUKHUNE DISTRICT REF NO: LPT/370</u> Directorate: SCM Client Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Sekhukhune District An NQF level 7 qualification as recognised by SAQA in Economics, Accounting, Financial Management. 3 Years' Experience at Supervisory level in SCM or Advice centre environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of public sector SCM policies and procedures. Technical/standards/procedures. Financial Management. Planning and organising. Computer Literacy. Needs and priorities of the department. Legal background. Ability to interpret and apply policies. Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Competencies: Analytical and communication skills. Change Management. Leadership. Research. Strategic Management. Planning and organising.
<u>DUTIES</u>	:	Render tender advice by developing the district work programme, conducting procurement workshops/training, conducting relevant research as and when required, interacting with district stakeholders and monitoring implementation of service standards and SDIP. Increase public awareness on existing government tender opportunities and awareness on procurement fraud and corruption by monitoring collection and distribution of tender bulletin and tender documents in the district and conducting fraud and corruption awareness campaign resulting to tendering. Review SMMEs on their capacity to deliver on government contracts by communicating the result with the affected SMMEs and make referrals. Assist on effective usage of district equipment's and machinery and efficient management of stores. Monitor district budget and expenditure Administration of human resource management.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000

POST 34/247 : **ASSISTANT DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT (PROVINCIAL CASH FLOW) REF NO: LPT/335**
Directorate: Banking, Cash & Liabilities Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognised by SAQA in Financial Management or related field. 3 years' experience at supervisory managerial level in Financial Management, Banking or related field environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Analytical skills and interpersonal relations. Government Financial Systems such as BAS, PERSAL and LOGIS or related systems. PFMA, DoRA, Treasury Regulations, Modified Cash Standard (MCS) Guide Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good writing, communication, presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Reconciliation and confirmation of all revenues deposited into Provincial Revenue Fund (PRF), viz Equitable Share, Conditional Grants, Own Revenue, Surrenders & Donations. Assessment and disbursement of BAS payments processed by departments using BAS Cash Blocking Functionality. Preparation of provincial statement of daily bank balances. Capturing of withdrawals from the CPD account held at SA Reserve Bank. Compiling instructions for funding of PMG accounts in line with payments disbursed in both PERSAL & BAS. Confirmation of PERSAL Bank Credit Transfers for processing by the bank. Releasing of Bank Credit Transfers using Online Banking System on action dates of BAS payments. Forecasting of daily cash requirements of departments and compiling instructions for investment of surplus funds in the CPD at SA Reserve Bank. Reconciliation of CDP account. Compiling and issuing of statements of transfers to departments. Preparation of cash flow management reports and presentations. Preparation of BAS journal papers and capturing of journals in PRF BAS database. Reconciliation of PRF account and closing of books of accounts periodically. Compilation of PRF financial statements. Visiting departments and public entities to assess compliance with cash management prescripts. Arrangement of Cash Management Forum meetings, taking of minutes and following-up on resolutions.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/248 : **ASSISTANT DIRECTOR: BANKING, CASH & LIABILITIES MANAGEMENT (PROVINCIAL DEBTS MANAGEMENT) REF NO: LPT/336**
Directorate: Banking, Cash & Liabilities Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognised by SAQA in Financial Management or related field. 3 years' experience at supervisory level in Financial Management, Banking or related field environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Analytical skills and interpersonal relations. Government Financial Systems such as BAS, PERSAL and LOGIS or related systems. PFMA, DoRA, Treasury Regulations, Modified Cash Standard (MCS) Guide Borrowing Powers Act and other relevant government regulations and policies. Advanced computer skills (Microsoft Word, Excel & PowerPoint) coupled with good writing, communication, presentation and interpersonal relations skills. Ability to enforce compliance to ensure sound administration and management. Competencies: Programme and Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Monitor creation, reconciliation and collection of debts in all provincial departments and public entities. Assessing and advising all provincial departments and public entities on potential impact of Claims against the State.

Monitor issuing and management of state guarantees in all provincial departments and public entities. Monitor reconciliation and settlement of SARS accounts in all provincial departments and public entities. Advise and assist provincial departments and public entities on funding and payment of contractual obligations which includes amongst other things, municipality, Eskom, Telkom bills, etc. Monitor accruals, commitments and invoice payment cycles in all provincial departments and public entities. Reconcile and monitor funding/recovery of unauthorised expenditure, irregular, fruitless & wasteful expenditure, theft and losses and debt write-off in all provincial departments and public entities. Monitor settlement of interdepartmental debts.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/249 : **ASSISTANT DIRECTOR: TRANSPORT REF NO: LPT/205**
Directorate: Departmental SCM

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 6 qualification as recognised by SAQA in Transport Management. 3 years' experience at supervisory level in Transport Management environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Management functions, Interpretation of reports, Report writing, Investigation, Interpretation of policies, People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Good communication skills. Competencies: People management, Planning and organizing, Time management, Strategic planning, Policy analysis and Good communication skills.

DUTIES : Facilitate applications for authority to drive state owned vehicles. Keep record of all state owned vehicles. Ensure Completion of itinerary forms to and from the venue(s) of workshops and meetings. Ensure daily physical inspection of state owned vehicles. Hiring of motor vehicles (e.g. buses, MEC relieve car). Monitor all invoices for running costs for hired VIP or relief cars. Ensure proper utilization of GG vehicles and monitor misuse. Analyze the report for running costs before payments are made. Facilitate new acquisition of state owned vehicles, repair and maintenance of all fleet. Ensure that new cars are fitted with number plates and marked with Provincial markings and have gear locks. Ensure that all GG vehicles have petrol cards and toll fee cards. Ensure licensing and registration of new vehicles. Facilitate for renewal of license discs that are about to expire. Facilitate repair of cars with the service provider and merchants. Keep records of all repaired work done on GG vehicles. Test drive GG vehicles after service to satisfy himself/herself if the work properly done e.g. old parts replaced. Ensure that all accidents are reported to SAPS within 24 hours and proper documentation is completed. Visit accidents scene. Inform the service provider about the accident and get the towing company to tow the car to the place of safety. Compiles a list of GG vehicles due for disposal.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/250 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT AND CAPACITY BUILDING REF NO: LPT/429**
Directorate: Financial Management and Capacity Building

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification as recognised by SAQA. Qualification in Financial Management / Public Finance/ Financial Management Training. 3 years' experience at Supervisory level in a Public Finance environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of variety of work ranges; procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act. Public Service Regulations. Batho-Pele Principles and programmes. Government Financial Systems: PERSAL/BAS/LOGIS. Competencies: Strategic management. Financial management. Financial Accounting. Human Resource Management. Ability to interpret and apply policies. Analytical and innovative thinking. Report writing and workshop presentation. Computer Literacy. Organizing. Adaptability during changes to meet the goals. Change/ diversity management.

DUTIES : Conduct and coordinate PERSAL/BAS/LOGIS training - developing class exercises, exam questions and presentation slides. Conduct assessments, prepare examination scripts and marking of scripts, invigilate during examination sitting, issue letters of results to all departments, file copies of results and update training database, mark all examination scripts and preparing and updating training manuals when necessary. Provide administrative support functions including development and distribution training schedules, letter of confirmation for nominated officials. Coordinate Systems trainings at National Treasury for courses not offered in Limpopo including receiving confirmation emails from National Treasury, prepare attendance registers and reset training user ID's, forwarding the confirmation nominations to the relevant Departments. Prepare and submit logistical arrangements - Arrange accommodation, catering and transport for training courses, prepare attendance registers and ensure that the training venues are available and conducive for training. Preparation of reports - reports to supervisor and any challenges, report on completed trainer and course evaluation forms by attendees and submit monthly, quarterly and general reports.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/251 : **ASSISTANT DIRECTOR: RECRUITMENT SELECTION & APPOINTMENT REF NO: LPT/30**

Directorate: Human Resource Management

Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in human resource management environment. PERSAL Certificate / Results (Attach). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within public service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. Project Management. People Management.

DUTIES : Coordinate implementation of recruitment process in line with relevant prescripts. Manage all activities relating to recruitment and selection processes. Facilitate the provision of secretariat and administrative support to all recruitment processes. Provide technical advice on matters relating to recruitment processes. Manage resources (physical and human). Capture, approve / authorise PERSAL transactions. Contribute to the process to identify and manage risk factors and indicators pertaining to the achievement of the directorate's goals and objectives.

ENQUIRIES : Ms Kotze Elizba Tel No: (015) 298 7000

POST 34/252 : **ASSISTANT DIRECTOR: SERVICE BENEFITS REF NO: LPT/31**

Directorate: Human Resource Management

Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in human resource management environment. PERSAL Certificate / Results (Attach). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and organizing. Problem solving and decision-making. Concern for others. Policy Development and analysis skills. Interpretation skills and analysis of reports. Deep knowledge of applicable legislation within Public Service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-

- management. Team membership. Technical proficiency. Project Management. People Management.
- DUTIES** : Administer all aspects of conditions of service such as management of injury on duty claims, overtime, service terminations and service benefits. Coordinate management of all leave matters in the department. Coordinate implementation of PILLIR in the department. Coordinate implementation of long service recognition. Capture, approve and authorise PERSAL transactions. Provide support on service benefits such as Housing, pension, state guarantees, etc. Manage resources (physical and human). Contribute to the process to identify and manage risk factors and indicators pertaining to the achievement of the directorate's goals and objectives.
- ENQUIRIES** : Ms Kotze Elizba Tel No: (015) 298 7000
- POST 34/253** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNESS REF NO: LPT/62**
 Directorate: Transformation Services
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Head Office - Polokwane
 : An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in EHWP environment. Registration with South African Council of Social Service Professions (SACSSP) or Health Profession Council of South Africa (HPCSA). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: In-depth knowledge of Employee Health and Wellness in Public Service. Application of DPSA Employee Health and Wellness Framework and relevant prescripts. Understanding of the legislative framework governing the Public Service. Occupational Health and Safety Act. Mental Health Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Regulations and Public Finance Management Act. Counselling. Analytical and problem-solving skill. Report writing. Negotiation skills. Presentation skill. Casework management skill. Ability to interpret and analyse data. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.
- DUTIES** : Provide psych-social wellness therapy and counselling services to referred employees. Implement and manage EAP information Management System. Provide critical incidence response and trauma debriefing during crisis. Develop and implement awareness and educational programmes on health promotion. Monitor the implementation of sports and recreational activities. Coordinate and implement HIV & AIDS, STIs and TB programmes and Health Productivity programmes in accordance with 2008 DPSA Employee Health and Wellness Framework and other relevant prescripts. Implement Employee Health and Wellness policies.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/254** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: LPT/71**
 Directorate: Security Management
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Head Office - Polokwane
 : An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in Security Management environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of sound and in-depth, knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Employment Equity Act, Skills Development Act. Basic Conditions of Employment Act. Labour Relations Act. Public Service Act. Administrative Justice Act. Promotion of Access of Information Act. Public Service Regulations and various Bargaining Council Resolutions. Negotiation skills. Competencies: People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy

- analysis and development. Good communication skills. Group dynamics. Diversity management. Facilitation skills. Co-ordination skills. Leadership skills. Change and knowledge management.
- DUTIES** : Facilitate the implementation of Minimum Information Security Standards (MISS). Conduct Personnel Suitability Checks and facilitate vetting in the department. Facilitate the implementation of minimum information security standards (MISS) in terms of Documents Security. Conduct information security audits. Co-ordinate the implementation of Technical Surveillance Counter Measure (TSCM). Facilitate the implementation of Minimum Physical Security Standards (MPSS). Facilitate all matters related to administration of physical security as per minimum physical security standard. Conduct security assessment/evaluations/threat and risk assessment of the institutions. Plan and coordinate physical security for special and high-risk events. Develop and implement awareness-training programmes in the department. Assist in the development and planning of security budget. Reporting and investigation of security breaches. Liaise with law - enforcement security agencies on any new development or changes in the information and physical security environment.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/255** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT SERVICES REF NO: LPT/118**
 Directorate: Records Management and Auxiliary Services
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Head Office - Polokwane
 : An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in Auxiliary Services. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Planning and organizing. Problem solving and decision-making. Concern for others. PFMA and Treasury Regulations. Records Management. Knowledge Management. Competencies: Creative thinking. Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Problem analysis. Self-management. Team membership. Technical proficiency. People Management. Project Management. Time Management.
- DUTIES** : Maintain infrastructure and allocation of office accommodation. Ensure provision and maintenance of telephony services. Ensure provision of housekeeping / Auxiliary Services. Ensure provision of labour-saving devices and office equipment. Facilitate provision of office furniture and equipment. Manage human resources.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/256** : **ASSISTANT DIRECTOR: AUXILIARY MANAGEMENT SERVICES REF NO: LPT/117**
 Directorate: Records Management and Auxiliary Services
 Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
 : Head Office - Polokwane
 : An NQF level 6 qualification as recognised by SAQA. 3 years' experience at supervisory managerial level in Auxiliary Services. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, application of human resources as well as understanding of the legislative framework governing the Public Service. Adaptability during changes to meet goals. Compilation of reports. Standards and procedures. Needs and priorities of the Department. Ability to interpret and apply policy. Analytical and innovative thinking. Report writing. Workshop presentation and facilitation. Competencies: Managerial functions. Finance. Human Resource matters. Planning and organizing. Leadership. Organizing. Conflict of Management. Strategic Management. Policy formulation. Change/diversity Management.
- DUTIES** : Maintain infrastructure and allocation of office accommodation. To ensure the provision and maintenance of telephony services. Ensure the provision of housekeeping/auxiliary services. To ensure the provision of labour-saving

- devices and office equipment. Facilitate the provisioning of office furniture and equipment. Manage human resource.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/257** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: LPT/23**
Directorate: Strategic Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 6 qualification in Public Management / Business Administration / equivalent qualification as recognised by SAQA. Three years' experience at supervisory level in Monitoring and Evaluation. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts in Monitoring and Evaluation. Understanding of Framework for Strategic and Annual Performance plans. Knowledge of Treasury Regulations. In-depth knowledge of Quarterly Performance Reporting Model. Ability to operate the computer with experience in MS Word, Advanced MS Excel and PowerPoint. Competencies: Managerial functions. Finance. Human Resource matters. Planning and organizing. Leadership. Organizing. Conflict of Management. Strategic Management. Policy formulation. Change/ diversity Management.
- DUTIES** : Support all branches in the implementation of departmental monitoring system. Generate quarterly monitoring tool for all branches and submit to Deputy Director for quality assurance. Receive, analyse and correct all monitoring tools received from all branches. Consolidate branch performance reports into departmental quarterly and annual performance reports. Collect and assess means of verification (MOV's) obtained from all branches for achieved targets. Generate branch quarterly performance outcomes reports after assessing all submitted MOV's. Generate quarterly departmental performance analysis presentation. Support all branches in the implementation of departmental evaluation system. Edit Departmental Evaluation Plan for next financial year. Support branches in the implementation of the 2018/2019 departmental evaluation plan in line with National Evaluation System. Assess the submitted concept notes proposal from branches for Provincial Evaluation Plan. Facilitate all relevant administration processes regarding implementation of evaluations either in the DEP and PEP. Serve as secretariat during evaluation steering committee meetings. Perform office management functions. Provide administrative support in the day running/functioning of SOPC office. Manage logistical arrangements for Strategic Plan Sessions and SMS Forum. Capture, collate and check performance data related to plan activities for the directorate in line with Operational Plan. Serve as secretariat during directorate meetings. Ensure effective liaison and communication with internal and external stakeholders. Manage the incoming and outgoing register for all SOPC related documents.
- ENQUIRIES** : Ms Kgadima MC Tel No: (015) 298 7000
- POST 34/258** : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS IMPLEMENTATION REF NO: LPT/ 443**
Directorate: Financial Systems Implementation
Re- advert, Candidates who applied before for the re-advertised vacant posts are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 7 qualification as recognised by SAQA in Information Technology or Financial Information Systems as recognized by SAQA. 3 years' experience at Supervisory level in Business Analysis, Systems Development, Financial Management environment or related fields. Skills and knowledge: Knowledge of variety of work ranges; procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations, Project Management Principles, BPMCBOK, ITSM Service Desk Tool, ICT Governance Framework. Competencies: Strategic capability and leadership. Programme and project management. Financial management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication and report-writing abilities.

Honesty and integrity. Product management experience with techniques such as use case analysis, data / process flow diagramming, process mapping and requirements documentation. JAD session facilitation skills. Use of Case tools & Modelling methodologies.

DUTIES : Develop requirements documentation for the implementation of systems. Provide guidance on the utilization of financial systems. Facilitate the development and upgrading of existing systems by analyzing and identifying areas for modifications. Conduct benchmarks and provide management with advice. Research, and review up-to-date business processes and IT advancements to modernise systems. Create initiatives in line with business needs and requirements. Develop a business case. Mapping of business processes to maximize effectiveness and efficiencies in the province. Develop standard operating procedures and system policies. Managing help desk. Ensure effective participation in administering specific ad-hoc projects.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/259 : **ASSISTANT DIRECTOR: TRANSVERSAL CONTRACT MANAGEMENT**
REF NO: LPT/357
Directorate: Transversal Contract Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An NQF level 7 qualification in SCM /Financial Management or related qualification as recognised by SAQA. 3 years 'experience at supervisory level in Supply Chain Management environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of variety of work ranges; procedures and legislative frameworks such as: Sound and in-depth knowledge of relevant prescripts, application of Supply Chain Management as well as understanding of the legislative framework governing the Public Service such as: Guide to Accounting Officer in Supply Chain Management, Treasury Instruction and Practice Notes, Preferential Procurement Act, B-BBEE Act, Administrative Justice Act, Promotion of Access of Information Act. Competencies: Good communication skills. Service delivery innovation. Client orientation and customer focus. Computer literacy. Analytical and interpretative skills. Change and knowledge management.

DUTIES : Coordinate market research of transversal bids. Identification of research stakeholders. Arrangement of research. Arrangement of research logistics. Conducting of market research. Draft research report. Coordinate management of transversal bid processes. Issuing of invitation and confirmation of attendance. Taking minutes and facilitation of endorsement. Compilation and issuing of bid documents. Production and issuing of bid documents. Secure a venue for briefing session. Writing a submission for appointment of the bid opening. Issuing of invitation to bid opening panel members. Issuing of invitation and confirmation of attendance for BEC meeting. Support on the implementation of transversal contract. Develop the support programme. Arranging of logistics. Request action plan form department and public entities. Review of transversal contract documents. Prepare assessment reports. Monitor the implementation of the action plan.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/260 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING**
REF NO: LPT/418
Directorate: Provincial Financial Accounting and Reporting

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office - Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognised by SAQA. 3 years' experience at supervisory managerial level in Financial Accounting and Reporting environment. Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of variety of work ranges, procedures and legislative frameworks. The Constitution of RSA. Public Finance Management Act (PFMA). Treasury Regulations. Skills Development Act. Public Service Act. Public Service Regulations. Generally Recognised Accounting Practice (GRAP) Standards. International Financial Reporting Standards (IFRS). Concern for others. Creative thinking. MS Office (EXCEL, Word, PowerPoint) at intermediate level. Competencies: Planning and organizing. Problem analysis. Problem solving and decision-making.

Customer service orientation. Decision-making. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership. Technical proficiency. People Management. Project Management.

DUTIES : Facilitate on appropriate financial accounting and reporting. Coordinate the submission of monthly financial reports from public entities. Conduct analysis of monthly accounts for public entities and provide feedback with recommendations. Conduct follow-ups on implementation of recommendations on resolving long outstanding transactions in suspense and control accounts for public entities. Prepare monthly financial reports for public entities. Provide support to public entities during the preparations of interim and annual financial statements. Review interim and annual financial statements for public entities and provide feedback with recommendations. Prepare quarterly and annual reports on interim and annual financial statements to relevant Audit Committees. Facilitate Accounting and Reporting Forum. Prepare Consolidated Annual Financial Statements for public entities. Coordinate the submission of annual financial statements for public entities. Facilitate the approval and submission of consolidated annual financial statement to Auditor General for audit. Coordinate the auditing of Consolidated Annual Financial Statements. Facilitate the printing and submission of Consolidated Annual Financial Statements to the Provincial Legislature for tabling. Facilitate appropriate financial accounting practices. Facilitate workshops for public entities on applicable accounting standards updates. Coordinate the submission of audited annual reports for provincial public entities to the National Treasury.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/261 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: LPT/213**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office - Polokwane
: An NQF level 7 qualification in Public Management / Business Administration / equivalent qualification as recognised by SAQA. 3 years' at Supervisory level in Monitoring and Evaluation environment. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge and experience of FINEST/LOGIS and BAS. Knowledge of government policies, procurement, expenditure and budget practices and related Acts and regulations such as PFMA. Competencies: Good communication skill. Liaison skill. Interpersonal skill. Analytical skills. Planning and organizing skill. Change and knowledge management.

DUTIES : Co-ordinate Asset Registers. Authorize all movable, immovable and tangible asset in the asset register (IFMS). Authorize movement of assets within the department. Implementation of internal control in the department. Co-ordinate asset verification process. To monitor the verification of asset in the entire department i.e. Head Office and District Office. To monitor the bar-coding of assets. To ensure that the asset register is up to date. To give inputs to the development of assets management plans, including acquisition plans, operational plans, maintenance plans and disposal plans. Perform sport checks. Monitor asset quality assurance. Compile quarterly reports for asset. Asset verification report to ensure that there is no discrepancies between the asset register and physical assets. Co-ordinate asset disposal process. To serve in the board of surveys of disposal committee. Provide assistance to the term or committee in identification of assets. Arrangement of auctions. Compiling disposal report. Physical carrying of redundant assets from different offices at head office and districts to appoint auctions venue. Assist for recording all assets at auction place. Assist recording the amounts of all different lots. Preparation of financial statement. Monthly reconciliation of capital expenditure incurred in BAS and Finest. Resolving exceptions from the reconciliation. Reconciliation of the general ledger with the asset register.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/262 : **ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: LPT/40**
Directorate: Human Resource Management

SALARY : R424 104 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Head Office - Polokwane
	:	An NQF level 6 qualification in Management Service or Operational Management or. 3 years' at Supervisory level in Organizational Development and/or Job Evaluation. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Knowledge of ORG Plus. Knowledge of Visio System. Knowledge of Equate / Evaluate System. Deep knowledge of applicable legislation within Public Service such PSA, PSR, LRA, PFMA and Treasury Regulations. DPSA Directives. Competencies: Ability to interpret and apply policy. Analytical and Innovative thinking. Research. Report Writing. Workshop presentation and facilitation. Ability to operate a computer. Leadership. Organizing. Project Management. Conflict Management. Change/diversity Management. Adaptability during changes to meet the goals.
<u>DUTIES</u>	:	Develop and Monitor the Organisational Structure: Analyse Organisational Structure inputs and advise accordingly. Conduct research on Organisational Structures. Identify the needs for changes on the Organisational Structure. Conduct functional and establishment investigations. Design Organisational staff establishment structure. Draft submissions for approval of the Organisational Structure. Conduct Job Evaluation: Facilitate workshops on Job Evaluation and Job descriptions. Conduct Job Analysis. Conduct Job Evaluation Interviews. Analyse Jobs on Evaluate System. Present analysed posts to the Job Evaluation Panel. Draft submission for approval of Job Evaluation results. Draft submission for implementation of Job Evaluation results. Monitor Job Evaluation data base Facilitate the Development of Job Descriptions: Provide advice and guidance on the development of Job descriptions. Conduct research on the contents of Job descriptions. Make continuous consultations on Job descriptions related matters. Finalize Job descriptions. Provide Work efficiency Services: Facilitate workshops on development of procedure manuals. Analyze procedure manuals and propose process/procedure improvements. Design and document work processes and procedures. Facilitate Business Process Re-engineering projects. Facilitate work processes and procedures consultative meetings. Provide guidance on office planning and allocation. Provide guidance on development of file plan in line with the Organizational Structure.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/263</u>	:	<u>INTERNAL AUDITOR: RISK BASED AUDITING (X2 POSTS)</u> Branch: Shared Internal Audit Services
<u>SALARY CENTRE</u>	:	R359 517 per annum (Level 08)
	:	Head Office – Polokwane:
		Ref No: LPT/471
		Ref No: LPT/476
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification as recognised by SAQA in Internal Auditing / Auditing or relevant field. 2 years' functional (experience in Internal Audit environment or related field). Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Financial Management. Understanding of expectations of customers. Management information knowledge. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Computer Literacy. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Management of risk. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective

		measures; clearing factual correctness of report items. Conduct follow up audits.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/264</u>	:	<u>INTERNAL AUDITOR: PERFORMANCE AUDITING AND CONSULTING SERVICES REF NO: LPT/493</u> Branch: Shared Internal Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Head Office - Polokwane An NQF level 6 qualification as recognised by SAQA in Internal Auditing / Auditing or relevant field. 2 years' functional (experience in Internal Audit environment or related field). Valid vehicle driver's license (with exception of persons with disabilities). Skills and Knowledge: Financial Management. Understanding of expectations of customers. Management information knowledge. Ability to interpret and apply policy. Analytical and innovative thinking. Research. Report writing. Computer Literacy. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Render Performance audit services. Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit environment. Management of risk. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, Obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known; Identify symptoms; Develop audit objectives (audit programme- a step by step of how audit objectives are going to be achieved) and criteria; Draft a work plan; Execute the individual projects within Teammate: Follow up on symptoms identified in the planning phase; Identify new symptoms; Test the criteria; Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective measures; clearing factual correctness of report items. Conduct follow up audits.
<u>ENQUIRIES</u>	:	Ms Kgadima MC Tel No: (015) 298 7000
<u>POST 34/265</u>	:	<u>INTERNAL AUDITOR: RISK BASED & FRAUD REF NO: LPT/523</u> Branch: Shared Internal Audit Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Head Office - Polokwane An NQF level 6 qualification as recognised by SAQA in Internal Auditing / Auditing or related field. 2 years' functional experience in Internal Audit environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the related field Public Service such as: PFMA, Treasury Regulations, King Report. Public Service Act, BAS, PERSAL, Teammate and Professional Standards. Communication skills. Report writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills. Computer skills. Auditing skills. Goals. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.
<u>DUTIES</u>	:	Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through Fraud Risk audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the

internal audit and Fraud risk environment. Management of Fraud risk. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective measures; clearing factual correctness of report items. Conduct follow up audits.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/266 : **INTERNAL AUDITOR: RISK BASED AND INFORMATION SYSTEMS AUDIT REF NO: LPT/532**
Branch: Shared Internal Audit Services

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Head Office - Polokwane
: An NQF level 6 qualification as recognised by SAQA in Internal Audit or relevant field. 2 years' functional experience in Internal Audit environment or related field. Valid driver's license (with exception of persons with disabilities). Skills and Knowledge: Sound and in-depth knowledge of relevant prescripts, as well as understanding of the legislative framework governing the Public Service such as: PFMA, Treasury Regulations, King Report. Public Service Act, BAS, PERSAL, Teammate and Professional Standards. Communication skills. Report writing skills. Presentation skills. Problem solving skills. Time Management. Analytical skills. Interviewing skills. Leadership skills. Project Management. Conflict management skills. Interpersonal skills. Computer skills. Auditing skills goals. Competencies: Project Management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation, Customer Focus and Communication.

DUTIES : Contribute to the development of the strategic internal audit plans. Assist in evaluating the department's controls, determine their effectiveness and efficiency through Information Systems Risk audits according to the internal audit plan. Collect information and participate in the compilation of reports to the accounting officer and audit committee. Keep up to date with new developments in the internal audit and Information technology audit environment. Management of Information Technology Risks. Planning and implementation of individual audit projects: Set up a contact meeting; Draft notification, obtain sufficient knowledge of the business, activity or programme to be audited; Draft request for information document to be submitted to audited; Identify a focus area for the audit- if not known. Ensure that audit working papers and files are in line with the international standards for the professional practice of internal audit before forwarding the work to Assistant Director for review. Manage the outcome of individual projects in terms of draft reports by identifying findings during the execution phase; writing report items and suggested corrective measures; clearing factual correctness of report items. Conduct follow up audits.

ENQUIRIES : Ms Kgadima MC Tel No: (015) 298 7000

POST 34/267 : **DEMAND & ACQUISITION PRACTITIONER: (RE-ADVERT) REF NO: LPT/197**
Directorate: Supply Chain Management

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Head Office - Polokwane
: An undergraduate qualification (NQF level 6) as recognised by SAQA. 1 year experience in Supply Chain Management environment. Skills and Knowledge: PFMA and Treasury Regulations. PSA and Regulations. Batho Pele principles, LOGIS and BAS. Computer literacy. Courier services. Finance. Food Services. HR matters. Stores. Training. Technical proficiency. Planning and organizing. Diversity citizenship. Organizational communication effectiveness. Self-management. Team membership. Technical proficiency. Competencies: Financial Management. Communication. Problem Solving and analysis, Client orientation and Customer Focus.

DUTIES

: Process invitation of bids – Greater than R1 000 000.00. Process invitation of quotations – Less than R1 000 000.00. Compile the register for the advertised bids. Maintenance of demand and acquisition database.

ENQUIRIES

: Ms Kgadima MC Tel No: (015) 298 7000

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM**

It is the strategic intent of the Department to promote employment equity in terms of race, gender and disability through the filling of these posts with candidates whose transfer, promotion or appointment will promote equitable representativity in line with the numeric targets as contained in the Departmental Employment Equity plan.

- APPLICATIONS** : Fully completed and signed Z83 employment application form, quoting reference number must be delivered to the Head: Economic Development and Tourism. Applications must be posted to Department of Economic Development and Tourism Private Bag X11215, Nelspruit, 1200 or delivered to Nokuthula Simelane Building, No 7 Government Boulevard, Riverside Park, Extension 02, Mbombela, 1201
- CLOSING DATE** : 13 October 2023 @ 16h15
- NOTE** : Application forms for employment (New Z83 form) must be fully completed and signed and quote the correct post reference number. The new Z83 form can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. Incomplete and unsigned application form for employment (Z83) will not be considered. An applicant must submit a recent and comprehensive CV with contactable referees i.e. telephone numbers and email addresses. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 form and detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents. All non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews. Evaluation certificates must accompany foreign qualifications from the South African Qualification Authority (SAQA). All shortlisted candidates for MMS posts will be subjected to a generic managerial competency assessment and personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (03) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within three (03) months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 34/268** : **DEPUTY DIRECTOR: ECONOMIC POLICY AND PLANNING REF NO: DEDT 2023/24/09**
- SALARY** : R811 560 per annum (Level 11), total cost to employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised NQF7 tertiary qualification in Economics/Econometrics/Development Planning or equivalent qualification with three (03) years relevant work experience at junior management level and five (05) years work experience in data gathering, analysis and interpretation in economic policy analysis and related techniques and methodologies. Knowledge and understanding of economics, its principles and theoretical frameworks. The successful candidate must be able to display the following competencies: strong analytical capabilities. Report writing, advanced computer skills and valid driver's license. The candidate must display the following competencies at advanced levels: strategic capability and leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation, communication and valid code (08) driver licence.
- DUTIES** : Determine and analyse key economic variables, their interrelations and relevance for provincial economic strategies and plans. Provide information that assists in formulating provincial economic policy priorities for integration in the Provincial Growth Development Strategy. Assist in developing and

- reviewing economic plans and strategies. Convene strategy and policy advocacy workshops and summits.
- ENQUIRIES** : Ms Mpumelelo May Sambo Tel No: (013) 766 4169
- POST 34/269** : **DEPUTY DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS**
REF NO: DEDT 2023/24/10
- SALARY** : R811 560 per annum (Level 11), total cost to employer, consisting of basic salary, state contribution to Government Employee Pension Fund and flexible portion that an employee may structure according to personal needs.
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised NQF7 tertiary qualification in Human Resource Management/Public Administration/Public Management or equivalent qualification with at least three (03) years relevant work experience at junior management level and ten (10) years overall work experience. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL and other applicable legislations. Knowledge of Government budgeting processes. Competencies: The preferable candidate must display the following competencies at advanced competent levels: strategic capability, leadership, programme and project management, financial management, change management, knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus and communication, honesty and integrity.
- DUTIES** : Manage recruitment, transfers, service terminations and implementation of the Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.
- ENQUIRIES** : Ms Lindokuhle Mabaso Tel No: (013) 766 4424
- POST 34/270** : **ASSISTANT DIRECTOR: HR PROVISIONING AND SERVICE CONDITIONS**
REF NO: DEDT 2023/24/11
- SALARY** : R527 298 per annum (Level 10)
- CENTRE** : Head Office: Mbombela
- REQUIREMENTS** : An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management/Public Administration/Public Management or equivalent qualification with three (03) years relevant work experience. Knowledge of the Public Service Act, Public Service Regulation, Public Finance Management Act, Basic Conditions of Employment Act, Employment Equity Act, PERSAL, Government budgeting processes and other applicable legislations.
- DUTIES** : Administer recruitment, transfers, service terminations and implement Directive and Determination on the Leave of Absence in the Public Service and Policy on Incapacity Leave and Ill-Health Retirement (PILIR). Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Manage implementation of service allowances in compliance with human resource and related prescripts i.e. government employees medical scheme, government employees housing scheme, overtime, long service, pay and grade progressions and injury on duty. Supervise team members and manage resources. Provide expert advices and frequent reports on human resource and related matters.
- ENQUIRIES** : Ms Mpumelelo Sambo Tel No: (013) 766 4169
- POST 34/271** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DEDT**
2023/24/12
- SALARY** : R527 298 per annum (Level 10)

<u>CENTRE REQUIREMENTS</u>	:	Head Office: Mbombela
	:	An appropriate SAQA recognised NQF6 tertiary qualification in Financial/Management Accounting or equivalent with three (03) years relevant work experience. In-depth knowledge of National and Provincial legislations, Public Administration, extensive knowledge of Revenue Management, debtors, suspense and Government prescripts, Treasury Regulations and Financial Regulations. Problem solving, reporting writing and presentation skills.
<u>DUTIES</u>	:	Manage the co-ordination of debtor relationships. Manage the collection of debt and the reconciliation of customer accounts. Manage the recording of all receivables. Provide monthly age analysis reports on debtor's accounts. Recommend action to be taken against defaulting debtors. Be accountable for the Revenue Management process and system. Implementation by formulating strategies and advising on the integration of the revenue management process. Monitor adherence to and compliance with the provincial revenue policy, Public Finance Management Act and Treasury Regulations. Ensure timeous and accurate reporting on Revenue Management KPI. Monitor performance against collection targets of revenue. Co-ordinate the effectiveness of the monthly reporting process by analysing and interpreting trends. Continuously improve and adjust the monthly reporting and measurement processes. Ensure that unallocated revenue with respect to revenue received from external clients and other provincial departments via the bank are properly and timeously allocated. Establish and maintain stakeholder forums to improve business relations.
<u>ENQUIRIES</u>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<u>POST 34/272</u>	:	<u>ASSISTANT DIRECTOR HUMAN RESOURCE PLANNING AND PMDS REF NO: DEDT 2023/24/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10)
	:	Head Office, Mbombela
	:	An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management /Public Administration/Public Management or equivalent qualification with three (03) years relevant work experience. Knowledge of the government frameworks, PERSAL system, performance management and development system, human resource and related prescripts with verbal and written communication skills, computer literacy i.e. Microsoft word, excel, PowerPoint, ability to manage conflict and to work under pressure and ability to analyse, interpret & apply legislations, policies and prescripts.
<u>DUTIES</u>	:	Administer human resource planning and employment equity. Compile human resource cost per head, posts establishment, policy development and performance management and development system in the department. Provide support and guidance with regarding to human resource planning process and manage the posts establishment of the approved post structure i.e. the creation/abolishment of posts. Administer performance contracting and reviews, annual performance assessments and performance management database. Provide advices, conduct educational, and awareness on human resource planning, performance management and development system and related matters.
<u>ENQUIRIES</u>	:	Ms Mpumelelo May Sambo Tel No: (013) 766 4169
<u>POST 34/273</u>	:	<u>ASSISTANT DIRECTOR: GRAPHIC DESIGN REF NO: DEDT 2023/24/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Head Office, Nelspruit
	:	An appropriate SAQA recognised NQF6 tertiary qualification in Graphic design and Multimedia or equivalent qualification with three (03) years work experience in Graphic Designs and Multimedia. Knowledge of the corporate identity prescripts, design software, PFMA and project management. The successful candidate must be able to display the following competencies: Expert proficiency in Corel Draw and Adobe CS5 Design suite: Photoshop, Illustrator, Dreamweaver and InDesign. Excellent written and verbal communication skills and attention to detail. Computer literacy with high proficiency level and a valid driver's licence. Ability to work under pressure and irregular hours when required to meet tight deadlines.
<u>DUTIES</u>	:	Conceptualize and develop creative ideas and implement the design and layout for Departmental printed material. Execute the design for corporate stationery and marketing paraphernalia, in accordance with the Government

		Corporate Identity and Branding Guidelines. Promote the Department's Corporate Identity, messages and visual branding. Collate and Coordinate multimedia content, including photographs and digital publications for the website and other Corporate Communication material e.g. Brochures, newsletters, posters. Manage and protect the Departmental Brand and assist with the online updates of the Department.
<u>ENQUIRIES</u>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<u>POST 34/274</u>	:	<u>SECURITY ADMINISTRATIVE OFFICER REF NO: DEDT 2023/24/15</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised NQF6 tertiary qualification in ICT or Security Management/Risk Management or equivalent qualification with two years work experience in ICT, security, or Grade Twelve Certificate with ten (10) years work experience in ICT or security. Registration with PSIRA SSA Security clearance certificate (to the level of secret) will be an added advantage. A valid driver's license. Thorough knowledge of the MISS 1998, Control of Access to Public Premises and Vehicle Act 53 of 1985. The preferred candidate must be prepared to travel extensively. Good verbal and written communication skills, computer literacy, project management, presentation skills, ability to work under pressure, strong administrative and organizational skills, sound interpersonal relations, accuracy and attention to detail and investigation skills.
<u>DUTIES</u>	:	Enforce and monitor adherence to departmental security and computer systems, rules and policies. Implement measures to deal with Cybersecurity Threats wrt Cybercrimes Act, 19 of 2020. Implement security measures i.e. physical, personnel, document and IT information security. Administration of ICT and communication security. Conduct IT and security threats, risk audits, IT security breaches investigations, training and awareness. Ensure compliance with Minimum Information Security Standards and departmental security policy. Implement contingency plan and ensure the safety of employees, visitors, learners and interns. Coordinate and facilitate personnel security (vetting) and personnel suitability checks. Provide safety, security and protocol services during MEC's outreach programmes, entities and departmental events.
<u>ENQUIRIES</u>	:	Ms Fikile Sibiyi Tel No: (013) 766 4490
<u>POST 34/275</u>	:	<u>HR PRACTITIONER: HR PROVISIONING AND SERVICE CONDITIONS REF NO: DEDT 2023/24/16</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office: Mbombela
<u>REQUIREMENTS</u>	:	An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management/Public Administration/Public Management or equivalent qualification with two (02) years work experience in human resource management. Knowledge of PERSAL, Basic Conditions of Employment, knowledge of Policy on Incapacity Leave and Ill-Health Requirements, Compensation for Occupational Injuries and Diseases in the work place. The successful candidate must be able to display the following competencies: Good verbal and written communication, interpersonal relation skills, Project Management Skills, Computer Literacy, Organisational Skills and valid driver's licence. Knowledge of PERSAL Administration. Ability to work under pressure.
<u>DUTIES</u>	:	Administer and coordinate recruitment and service conditions i.e. pension benefits, e-leave management system, government employee housing scheme, government employees medical aid scheme, recognition of long service, injury of duty, grade progression, policy on incapacity leave and ill-health requirements, posts establishment of the approved post structure i.e. the creation/abolishment of posts. Manage employees' service records and updates in compliance with the National Minimum Information Requirements and National Archives Act. Provide advices, conduct educational, and awareness on human resource and related matters. Prepare monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms Jabulile Mabuza Tel No: (013) 766 4140

POST 34/276 : **HUMAN RESOURCE PRACTITIONER: GERT SIBANDE DISTRICT REF NO: DEDT 2023/24/17**

SALARY : R294 321 per annum (Level 07)

CENTRE : Gert Sibande District Office, Ermelo

REQUIREMENTS : An appropriate SAQA recognised NQF6 tertiary qualification in Human Resource Management or equivalent qualification with two (2) years relevant work experience. Knowledge of PERSAL, Basic Conditions of Employment, knowledge of Policy on Incapacity Leave and Ill-Health Requirements, Compensation for Occupational Injuries and Diseases in the work place. The successful candidate must be able to display the following competencies: Good verbal and written communication, interpersonal relation skills, Project Management Skills, Computer Literacy, Organisational Skills and valid driver's licence. Knowledge of PERSAL Administration. Ability to work under pressure.

DUTIES : Administer and coordinate human resource development, recruitment and service conditions i.e. pension benefits, e-leave management, government employee housing scheme, government employees medical aid scheme, recognition of long service, injury of duty, grade progression, policy on incapacity leave and ill-health requirements, performance contracting and reviews, annual performance assessments and performance management database, transversal services matters and labour relations. Provide advices, conduct educational and awareness on human resource planning, performance management and development system and related matters.

ENQUIRIES : Ms Jabulile Mabuza Tel No: (013) 766 4140

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
OFFICE OF THE PREMIER**

- APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Office of the Premier, Kimberley, 8300, hand deliver at DSC Office, 69 Memorial Road, Monument Heights, Office of the Premier, Ground Floor (Security) or alternatively email to HRarecruitment@ncpg.gov.za
- FOR ATTENTION** : Mrs. R. Booysen
- CLOSING DATE** : 10 October 2023
- NOTE** : The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at this level. Therefore, we specifically call for suitably qualified women and persons with disability to apply. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. For the Senior Manager a further requirement for all applicants is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Management Leadership Programme Certificate for entry into the SMS (proof will be submitted prior to appointment). Applicants applying for the Senior Management position must note that following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

MANAGEMENT ECHELON

- POST 34/277** : **SENIOR MANAGER: PERFORMANCE INFORMATION MANAGEMENT**
REF NO: SM/PIM/2023
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of a recognised Bachelor's Degree / Advanced Diploma (NQF L7), together with 5 years' proven experience in Designing Monitoring Databases / Information Monitoring Systems, Performance Monitoring and Evaluation at middle management level, Research Competency will be an added advantage, plus a valid Driver's Licence. The successful candidate will be required to sign a performance agreement and annually disclose his/her financial interests. Competencies: Advanced knowledge of monitoring and evaluation principles, development of data/information management systems and policy frameworks governing Monitoring and Evaluation within the Public Service. Advanced knowledge of

qualitative and quantitative data analytical techniques, research methodology, management of data. The candidate should have proven advanced skills in collecting and analyzing data from varying data information systems and sources and translating these into logical conclusions. Supported by strong communication skills, facilitation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in EXCEL, MS-WORD. The post requires a person with proven strategic analytical thinking, coordinating capabilities, coupled with strong strategic leadership, management and interpersonal relationship skills, dealing with stakeholders at a strategic level, ability to work under pressure with multiple deadlines, and maintaining confidentiality.

- DUTIES** : The successful candidate will be responsible for the following main functions: To provide strategic guidance and management for the coordination and implementation of integrated provincial performance information on government priorities. Provide guidance on the development of information management systems for monitoring and evaluation purposes. To manage the development of performance information data on government deliverables / development indicators to support evidence based decision-making. To manage, oversee and guide the analyses of the implementation of national and provincial priorities (MTSF, PGDP, SOPA, Sector Deliverables) in accordance with Monitoring and Evaluation principles and methodologies. To establish mechanisms for the co-ordination and monitoring of the implementation of the departmental Medium Term Plans and reporting thereof on the transversal and provincial data management systems. To provide strategic leadership, management and supervision of the Directorate as well as ensuring adherence to standards of good governance & accountability within the Directorate. Manage the development of the annual & operational plans and standing operating procedures for the Directorate. To provide strategic guidance and advice to Executive Management on compliance and policy matters relating to the co-ordination of integrated performance information management, monitoring and evaluation. To provide strategic guidance on the management and development of an integrated monitoring report on performance analysis. To manage the development of policies, prescripts and guidelines for integrated provincial performance monitoring and reporting in accordance with the National Frameworks and guidelines. To ensure the consolidation of provincial quarterly, annual and midterm analytical performance reports on non-financial performance information for evidence based decision making by national and provincial governance structures. To represent the Office of the Premier at national and provincial platforms and reporting structures. Continually manage and improve relationships with key stakeholders, and co-ordinate capacity building and knowledge sharing in consultation with National and Provincial stakeholders and guide innovation within the province.
- ENQUIRIES** : Ms. S Vallabh at 066 476 1645

OTHER POSTS

- POST 34/278** : **MANAGER: MANAGEMENT ACCOUNTING REF NO: MAN/MA/2023**

- SALARY** : R811 560 per annum (Level 11), (all-inclusive salary package)
- CENTRE** : Kimberley
- REQUIREMENTS** : Applicants must be in possession of a tertiary qualification in Financial Management or finance related fields at NQF level 7. A minimum of 3 - 5 years relevant experience in management accounting at an Assistant Manager Level. Competencies: Knowledge of the Public Financial Management Act (PFMA), Treasury Regulations, Public Service Act, PSCBC Resolutions and other Government Prescripts regarding financial matters. Sound Knowledge of PERSAL System and Basic Accounting System (BAS). Knowledge of Financial Management, Accounting, Government budgeting processes, cost accounting. Knowledge of Public Service Financial legislative framework, Strategic Planning and Budgeting, HR management practices. Relationship management and stakeholder engagement. Ability to develop and apply policies. Ability to work under pressure and to resolve conflict. Good communication (written and verbal), analytic and computer literacy.

- DUTIES** : Undertake financial planning and budgeting for MTEF and ENE processes. Ensure that information for planning purposes are collected and analysed properly. Manage, review, analyse and consolidate inputs received from units, and quality assure the budget preparation processes. Monitor cash flow report

and plans as required. Manage the drawings, roll-over, adjustment estimate, and shifting and virement process. Monitor cash flow reports and plans as required. Undertake financial reporting. Coordinate, review, analyse and quality assure the management accounting reporting process and monitor compliance with financial prescripts. Management of risk and audit queries. Provide financial management support, i.e .interim and annual financial statements. Ensure errors identified on financial source documents as raised. Monitoring and Reporting on the Departmental budget, manage and control the Departmental expenditure. Assist in the development and implementation processes to prevent unauthorised/overspending or voted funds.

ENQUIRIES :

Mr. J. Carolus at 066 189 8528

POST 34/279 :

ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT REF NO: AD/PIM/2023

SALARY CENTRE REQUIREMENTS :

R527 298 per annum (Level 10)

Kimberley

Applicants must be in possession of a three year tertiary qualification (Bachelors/B Tech Degree) (NQF level 7) in Public Administration/Business Information Systems/ Business Intelligence or related field. Minimum of 2-3 years Practical Experience in Data Management Statistical Analysis, Monitoring & Evaluation and Research. Candidates should have a valid driver's licence. Competencies: Knowledge of monitoring and evaluation principles, policy frameworks governing Monitoring and Evaluation. Knowledge of database operation, data management and analysis. The candidate should have proven skills in collecting and analyzing data from varying data sources. Research competency will be an added advantage. Supported by communication skills, facilitation and presentation skills, analytical report-writing skills. Excellent computer literacy skills with advanced proficiency in MS-EXCEL, MS-WORD, MS-PowerPoint. The post requires a person with proven organizing and administration capabilities, coupled with strong interpersonal relationship skills, formal presentation skills and dealing with stakeholders. The ability to work under pressure with multiple deadlines and maintaining confidentiality.

DUTIES :

The successful candidate will be responsible for the following duties: Assist and support the monitoring and tracking of provincial performance relating to the implementation of Government and Provincial Priorities (MTSF, PGDP and SOPA). Produce and consolidate analytical quantitative performance data on the implementation Government and Provincial priorities and sector deliverables. Responsible for publication of quarterly performance statistics of the province. To assist with the analysing of the implementation of the Annual Performance Plans of provincial departments. To analyse performance reporting on national and provincial data systems (EPRS and PIMS). To coordinate the consolidation of sector development indicators towards the development of an Indicator Information Database. Develop reporting and monitoring matrixes relating to service delivery priorities and updating of sector statistical indicators. Assist in capacity building programmes and operational planning and preparation of reports for presentation at provincial forums and structures.

ENQUIRIES :

Ms. S Vallabh at 066 476 1645

POST 34/280 :

STATE ACCOUNTANT: CONTRACT MANAGEMENT REF NO: SA/CM/2023

SALARY CENTRE REQUIREMENTS :

R294 321 per annum (Level 07)

Kimberley

Applicants must be in possession of a tertiary qualification in Supply Chain Management, Finance or other Supply Chain related fields on NQF Level 6. Minimum of 3 years' relevant experience within a SCM/Contract Management/ Supplier or Vendor Management. Competencies: Knowledge of Contract Management, Supply Chain Management Framework and Regulations. Knowledge of PAIA and POPI Act, Preferential Procurement Policy Framework Act (PPPFA). Knowledge of Public Finance Management Act (PFMA), Knowledge of the demand and acquisition management, Knowledge of Basic Accounting System (BAS). National Treasury Supply Chain Management Guidelines, BBBEE Act, Report writing, Problem solving skills, Analytical thinking, Computer literacy (Word, Excel & PowerPoint).

DUTIES : Responsible for monitoring and ensuring compliance to applicable regulatory framework (PFMA; PPPFA), ensure compliance with the Framework for Supply Chain Management in particular the Contract Management Framework. Maintain an efficient and effective Contract Management within the Office of the Premier. Review existing contracts and lease agreements. Maintain an effective and efficient Contract Management System, Retention Contract Register and Variation Orders Register. Liaise and guide project managers/ users on all related contract issues. Monitor Supply Chain Management compliance. Review contract forms and documents. Co-ordinate Performance Assessments of contractors. Implement and monitor compliance of Departmental Contract Management Guidelines. Effective and efficient bid administration. Effective and efficient bid records management. Effective and efficient Contract Management. Supplier and end user relationship management.

ENQUIRIES : Ms. E. Appies at 073 868 9995

POST 34/281 : **ADMINISTRATIVE OFFICER: HUMAN RESOURCE DEVELOPMENT STRATEGY AND STAKEHOLDER COORDINATION REF NO: AO/HRD/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Kimberley
: Applicants must be in possession of a 3 year tertiary qualification in Human Resource Management/ Public Management or related fields on NQF Level 6. Minimum of 3 years' relevant experience within a Human Resource Development field. Competencies: Extensive knowledge of the functioning of Provincial Government; Knowledge of the Financial, procurement systems and the relevant policies, Record keeping, Data System maintenance. The ability to interpret and apply policies, and manage conflict situations effectively; Ability to compile submissions, reports and to properly accurately record minutes and decisions at meetings, problem solving; Ability to communicate ideas and issues in a tactful, influential manner, to work independently and under pressure. Knowledge of prescripts and legislation that informs training and development; basic research, analyzing and reporting; Good analytical skills, organizing skills and good report writing skills.

DUTIES : Responsible for rendering general administrative support services, independent drafting of memorandums, letters and submissions; keeping records, registers and statistics on skills development projects; compiling minutes of all forum meetings; liaising with management and tracking submissions; remaining abreast with procedures and processes that are relevant to the HRD domain. Provide technical assistance on the Coordination of the PSDF in the province; Booking of venues, catering and logistical arrangements for meetings; ensuring the distribution of the necessary documentation to members; providing secretariat functions to the forum; compilation reports and presentations; checking reports submitted and consolidating information on correct templates; ensuring the submission of reports to all stakeholders within set timeframes; following up with members to ensure that resolutions of meeting are honoured timeously. Coordinate logistics on the implementation of transversal internships, learnerships, artisanships and bursaries in the province; liaising with departments, SETA's, private sector organisations, Higher Education institutions, etc. On program implementation; attending to general queries by learners and stakeholders involved in projects; providing administrative support on learnerships, bursaries, internship and apprenticeship programs; coordinating the placement of unemployed youth into job opportunities; gathering relevant information for the generation on progress reports to management. Maintain provincial database; accurately updating the database with all information required for it to be efficiently operational; preparing monthly reports.

ENQUIRIES : Mr. J. Kale at 060 997 7580

DEPARTMENT OF TRANSPORT SAFETY AND LIAISON

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

APPLICATIONS : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368, Kimberley, 8300.

"Note" in line with DPSA Circular 19 of 2022, applicants are to submit the new Z83 application form and CV Only.

FOR ATTENTION
CLOSING DATE
NOTE

: Ms.J.J.Jafta
: 09 October 2023
: Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Shortlisted applicants who are Non-RSA Citizens/Permanent Resident Permit Holders will be required to produce a copy of their Permanent Residence Permits on the day of their interview. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

MANAGEMENT ECHELON

POST 34/282

: **DIRECTOR: CORPORATE SERVICES REF NO: S4.1/10/23**
Directorate: Corporate Services

SALARY

: R1 162 200 per annum (Level 13), (all-inclusive remuneration package), (Competency Assessment is compulsory)

CENTRE

: Head Office: Kimberley (Northern Cape)

REQUIREMENTS

: An appropriate Bachelor's degree or Advanced Diploma in Public Administration / Public Management / Business Administration / Human Resource Management / Governance and Public Leadership (NQF Level 7). Minimum of 5 years' experience in middle management position coupled with job related knowledge: Policy Development and Implementation, knowledge of Public Service Regulations, Basic Conditions of Employment Act, Labour relations Act and Public Service Prescripts. Job related skills: Computer literacy, Communication skills (Verbal and Written), presentation skills interpersonal skills, project management skills, financial management skills, conflict management, leadership skills, strategic capabilities, change management skills, a valid driver's license and the ability to work long hours. Successful completion of the pre-entry Certificate for SMS as endorsed by the National School of Government (NSG), certificate to be provided prior to appointment.

DUTIES

: Provide human resource administration support, human resource development and human resource planning services. Provide management services: Manage and coordinate Labour Relations and Legal Services, manage and promote Employee Health and Wellness programmes and Occupational Health and Safety programmes, render Security, Records Management and work environment auxiliary services. Manage and monitor the implementation of the Performance Management Development system (PMDS) in the department, co-ordinate and implement all Gender, Disability, Youth and Children (GDYC) related programmes and activities and provide high level management and strategic support services. Provide guidance on the interpretation of policies, strategies and procedure, coordinate employee information as required, attend to queries, ensure provincial compliance

through the management of information, risk and audit. Request progress reports on audit findings and ensure compliance with regards to policies, directives, instruction, regulations etc.

ENQUIRIES
NOTE

- : Ms. J.J Jafta at (069) 224 6157
- : Woman and persons with disabilities are encouraged to apply.

**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** : 09 October 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 34/283** : **PROFESSIONAL CIVIL ENGINEER (PRODUCTION LEVEL): SUSTAINABLE RESOURCE MANAGEMENT (ENGINEERING SERVICES) - GEORGE REF NO: AGR 59/2022 R1**

- SALARY** : Grade A: R795 147 - R847 221 per annum, (OSD as prescribed)
Grade B: R894 042- R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government
Civil Engineering Degree (B Eng/ BSC (Eng)); A minimum of 3 years post qualification engineering experience in water and irrigation is required; Compulsory registration with ECSA as a Professional Engineer; A valid code B driving licence. Competencies: Knowledge of the following: Water and irrigation engineering; Programme and project management; Engineering design and analysis; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgement; Networking; Decision making skills; Customer focus and responsiveness; Financial management; Planning and organising skills; Ability to work under pressure; Written and verbal communication skills.

- DUTIES** : Water and irrigation engineering; Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Plan, design, operate and maintain engineering projects; Human capital development; Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice; Office administration and budget planning; Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation; Research and development; Continuous professional development to keep up with new technologies and procedures.

- ENQUIRIES** : Mr P Keuck Tel No: (021) 808 5340

- POST 34/284** : **DEPUTY DIRECTOR: AGRICULTURAL PRODUCER SUPPORT AND DEVELOPMENT REF NO: AGR 49/202 3(X3 POSTS)**

- SALARY** : R811 560 per annum (Level 11), all-inclusive salary package
- CENTRE** : Department of Agriculture, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (or higher qualification) in Agriculture; A minimum of 3 years management level experience in the agricultural sector; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: An appropriate post graduate qualification. Competencies: Knowledge of the following: Extension methodology, project planning and management; Agricultural producer support (smallholder and commercial agricultural sector support systems); Food

security system support; Management processes; Labour relations legislation and regulations; Performance management; Public Finance Management Act (PFMA); National and Provincial Treasury Regulations and other financial policies; Skills needed: Written and verbal communication; Project management; Financial and budget management; Supervisory and personnel management; People management; Organising and networking; Ability to work under pressure.

DUTIES : Manage agricultural producer support and development services towards the achievement of the programme objectives; Manage, lead and coordinate the district activities; Maintain and manage internal and external collaboration with stakeholders; Financial, administration and people management.

ENQUIRIES : Mr J Aries Tel No: (021) 808 5103

POST 34/285 : **AGRICULTURAL ADVISOR: GARDEN ROUTE (RIVERSDALE) REF NO: AGR 63/2022 R1**

SALARY : R359 517 per annum (Level 08)
CENTRE : Department of Agriculture, Western Cape Government
REQUIREMENTS : An appropriate 4 year qualification (NQF 8) in Agriculture or equivalent qualification within Agricultural field as recognised by SAQA; Registered with SACNASP or any other recognised professional body; A valid code B driving licence. Competencies: Knowledge of the following: Production of crops and/or livestock produced in the specific area, also markets and value adding; Practical research; Good understanding of land reform programme and project implementation; Skills needed: Communication (written and verbal); Proven computer literacy in MS Office (Excel, Word, PowerPoint); Problem solving ability; Research skills; Time management; Ability to work under pressure; Work in a team; Prepare and deliver presentations.

DUTIES : Compilation of project submissions and project implementation; Conduct relevant project evaluation within the monitoring and evaluation framework; Deliver continuous support to all farmers, especially developing farmers across all functions, which include land reform, infrastructure development, extension and support on production and economic principles, institutional support as well as capacity building of food security; Assist with research and demonstration trials under supervision; Provide information on markets; Facilitate workshops and planning sessions to determine the needs and progress; Write reports regarding technical progress; Promote sustainable production systems; Facilitate the development of organisational skills of the developing agricultural sector; Facilitate relevant training as well as to support projects; Participate as the member of the project team by giving sound and technical input for the compilation of business plans; General office administration; Ensure the implementation of Agricultural Information Management System (AIMS); Facilitate, engage and provide inputs to implementing agencies and relevant Commodity Project Allocation Committees (CPAC's) in the delivery and implementation of projects.

ENQUIRIES : Mr C Lamberts Tel No: (044) 803 3757

DEPARTMENT OF CULTURAL AFFAIRS AND SPORT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 09 October 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 34/286** : **LIBRARIAN: VAN RHYNSDORP REGION REF NO: CAS 39/2023**
- SALARY** : R294 321 per annum (Level 07)
- CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification) in Library Science/Information Sciences; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant library experience. Competencies: Knowledge of the following: Library and information science; Prescripts and legislation; Procedures and processes; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Decision making; Asset and staff management; Conflict management; Supervising and leading; Writing and reporting; Planning and organising; Working and liaise with people; Relating and networking.
- DUTIES** : Collection development; Provide professional advice and support to public libraries; Oversee the implementation of LIMS; Market and promote library service; Perform administrative and supervisory functions.
- ENQUIRIES** : Mr S Booyesen Tel No: (021) 483 2332

DEPARTMENT OF ECONOMIC DEVELOPMENT AND TOURISM

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 09 October 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 34/287** : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DEDAT 24/2023**
- SALARY** : R202 233 per annum (Level 05)
- CENTRE** : Department of Economic Development and Tourism, Western Cape Government
- REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendation: An appropriate tertiary qualification or in the process of completion in Accounting/Financial Management as a subject; Relevant experience/exposure working in a financial accounting environment. Competencies: A good understanding of the following: Financial background (Public Sector Finance recommended); Accounting principles; Public Finance Management Act; National and Provincial Treasury Regulations and Directives; Basic Accounting System (BAS and Personnel and Salary Administration (PERSAL) Skills in the following: Written and verbal communication; Numeracy and literacy; Proven computer literacy; Problem-solving, analytical and people management skills; Ability to work under pressure and meet strict deadlines; Ability to work independently and part of a team.
- DUTIES** : Capturing of payments on BAS; Registration and maintenance of Entities on BAS; Handling of State money / verification of receipts and deposits; Clearing of accounts; Handling of Petty Cash; Handling of Batch Control.
- ENQUIRIES** : Mr N Kagee Tel No: (021) 483 0160

DEPARTMENT OF ENVIRONMENTAL AFFAIRS AND DEVELOPMENT PLANNING

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 09 October 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POST

- POST 34/288** : **ASSISTANT DIRECTOR: ENVIRONMENTAL LEGAL SUPPORT SERVICES REF NO: EADP 02/2023 R1**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Department of Environmental Affairs and Development Planning, Western Cape Government
- REQUIREMENTS** : 4-year LLB Degree (equivalent or higher qualification) in Law; A minimum of 3 years litigation/ legal advisory experience. Recommendation: Admitted as an attorney or advocate of the High Court, who has duly completed the Law Society of South Africa board examinations or national bar examination; Experience in administrative, planning and environmental law. Competencies: Knowledge and understanding of the following: Environmental and Planning legislation; Constitutional law, Administrative law, criminal procedure, civil procedure and law of evidence; Interpretation of legislation; the provision of legal advice; Research analysis and application of legislation, the provision of legal advice; Communication (written and verbal) skills; Computer literacy (MS Office); Ability to work independently and as part of a team.
- DUTIES** : Provision of the following: Standard litigation services; Assistance with regard to functional and operational legal support to officials in the Department; Comments on national and provincial draft legislation; Assistance with formulating requests for legal opinions.
- ENQUIRIES** : Ms T Faber Tel No: (021) 483 8332

DEPARTMENT OF HEALTH AND WELLNESS

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

- NOTE** : It will be expected 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 34/289** : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC SURGERY AND PAEDIATRIC TRAUMA)**
- SALARY** : Grade 1: R1 214 805 per annum
Grade 2: R1 386 069 per annum
Grade 3: R1 605 330 per annum
(A portion of the package can be structured according to the individual's personal needs) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)
- CENTRE** : Red Cross War Memorial Children's Hospital, Rondebosch
- REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a

Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: **Grade 1:** None after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. **Grade 2:** A minimum of 5 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Paediatric Surgery. **Grade 3:** A minimum of 10 years of appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign-qualified employee) as a Medical Specialist in Paediatric Surgery. Inherent requirement of the job: Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to lead and manage a busy paediatric trauma unit and provide specialist oversight to polytrauma cases both inpatients and trauma unit in the emergency centre. The ability to work in a busy tertiary care-providing specialist paediatric surgery centre as a paediatric surgeon responsible for delivering hepatobiliary surgery including transplant and oncology. Involvement in all other aspects of Paediatric surgery will also be required. Experience in burns and trauma care of paediatric surgical cases. Ability to supervise registrars and medical officers in acquiring surgical emergency management and operative experience. Evidence of ability to perform research; strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills. Computer literacy and the ability to develop and work with databases. Ability to work in a team. Experience in the management of paediatric trauma, paediatric burns, and all aspects of general paediatric surgery.

DUTIES : To provide full time leadership and oversight of the day to day running of the Trauma Unit Assessment, investigation, and management of patients referred to the Red Cross War Memorial Children’s Hospital Trauma Unit, serving children from the Western Cape and beyond. To provide a General Paediatric Surgery service as required by the Division of Paediatric Surgery, specifically but not limited to hepatobiliary surgery, and including paediatric burns. After-hours cover as appropriate to level of experience Ensuring, as part of a team, continuous improvements in the quality, efficiency, and outcome of management of children with paediatric trauma. Active participation in all the academic activities of the department, research, and teaching. Training of under- and post-graduate students and other health personnel.

ENQUIRIES : sharon.cox@uct.ac.za
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

NOTE : No payment of any kind is required when applying for this post. This position requires at least 2 years of post-paediatric surgery fellowship examination experience working as a junior consultant or in a fellowship position. Hepatobiliary experience and/or hepatobiliary fellowship with both transplant and complex hepatobiliary patient management will be an advantage. The ability to perform other complex paediatric surgical cases will be an advantage. An operative logbook will need to be submitted with the application and will be used for shortlisting. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).

CLOSING DATE : 13 October 2023

POST 34/290 : **MEDICAL SPECIALIST: GRADE 1 TO 3 (PAEDIATRIC SURGERY)**

SALARY : Grade 1: R1 214 805 per annum
 Grade 2: R1 386 069 per annum
 Grade 3: R1 605 330 per annum
 (A portion of the package can be structured according to the individual’s personal needs) (It will be expected of the successful candidate to participate in a system of remunerated commuted overtime)

<u>CENTRE REQUIREMENTS</u>	: Red Cross War Memorial Children's Hospital, Rondebosch : Minimum educational qualification: Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Paediatric Surgery. Registration with a professional council: Registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Experience: Grade 1: None after registration with the HPCSA as a Medical Specialist in Paediatric Surgery. Grade 2: A minimum of 5 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognized foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. Grade 3: A minimum of 10 years appropriate experience as a Medical Specialist after registration with the HPCSA (or a recognised foreign Health Professional Council in respect of a foreign qualified employee) as a Medical Specialist in Paediatric Surgery. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape (English/Afrikaans/Xhosa). Competencies (knowledge/skills): The ability to work in a busy tertiary care providing specialist paediatric surgery centre as a paediatric surgeon responsible for delivering upper GIT surgery including but not limited to minimally invasive surgery. Involvement in all other aspects of Paediatric surgery will also be required. Experience in burns and trauma care of paediatric surgical cases. Ability to supervise registrars and medical officers in acquiring paediatric surgical, burns and trauma management competencies and operative experience. Evidence of ability to initiate research; strong academic record in terms of teaching and research supported by publications and presentations. Commitment to attaining advanced surgical skills. An operative logbook of cases will need to be submitted with the application.
<u>DUTIES</u>	: To provide full time paediatric surgery specialist care, including but not limited to upper GIT conditions, minimally invasive surgery, and tertiary care paediatric surgical conditions. General Paediatric Surgery service as required by the Division of Paediatric Surgery including paediatric burns and trauma. After-hours cover as a specialist paediatric surgeon. Ensuring, as part of a team, continuous improvements in the quality, efficiency, and outcome of management of children with general paediatric surgical conditions. Active participation in all the academic activities of the department, research, and teaching. Training of under- and post-graduate students and other health personnel.
<u>ENQUIRIES APPLICATIONS</u>	: sharon.cox@uct.ac.za : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	: No payment of any kind is required when applying for this post. Please provide a detailed CV, supporting documentation, logbook, HPCSA registration, signed Z83 form (latest version). Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
<u>CLOSING DATE</u>	: 13 October 2023
<u>POST 34/291</u>	: <u>DEPUTY DIRECTOR: VIOLENCE PREVENTION</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	: R811 560 per annum, (A portion of the package can be structured according to the individual's personal needs)
<u>CENTRE REQUIREMENTS</u>	: Khayelitsha/Eastern Sub-structure : Minimum educational qualification: Appropriate 3-year National Diploma or Degree in Social Science or Public Health. Experience: Appropriate 3-year middle management experience in the public sector. Appropriate experience in programme development and implementation, stakeholder relations or community engagement. Inherent requirements of the job: Good written and communication skills in at least two of the three official languages of the Western Cape. Valid driver's licence. Willingness to travel. Competencies (knowledge/skills): Computer literacy. Project management skills. Critical thinking and reasoning skills. Policy analysis and writing skills. Innovative

problem-solving skills. Networking, coalition building and stakeholder/relationship management skills. Enhanced dispute resolution and conflict management skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications, working within a matrix and multi-disciplinary environment. Knowledge and understanding of the roles and functions of government (at all levels). Knowledge of intergovernmental relations. Knowledge and understanding of social and cultural dynamics within communities.

DUTIES : Support an integrated approach for the implementation of violence prevention interventions as part of the Community Oriented Primary Care approach. Support the establishment and maintenance of multi-sectoral teams to drive the implementation of interventions to address social determinants of health, including social cohesion interventions for violence prevention at local levels. Ensure strategy alignment with the Violence Prevention Unit, collaboration with sub-directors and the implementation of local-level interventions. Monitor and report on violence prevention interventions through the collection, documentation, assessment, analysis and interpretation of all available data sources. Drive intersectoral collaboration and community participation for identified priorities through stakeholder engagement, coordination and effective communication. Ensure the implementation of capacity building initiatives to support processes that address the social determinant of health, including violence prevention processes. Financial management including the identification of financial needs, active participation in budgeting processes, ensuring adherence to PFMA requirements, effective and efficient control of expenditure and asset management.

ENQUIRIES APPLICATIONS : Mr J Kruger Tel No: (021) 360-4622
: Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

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

POST 34/292 : **CLINICAL PSYCHOLOGIST: GRADE 1 TO 3**
Overberg District

SALARY : Grade 1: R790 077 per annum
Grade 2: R918 630 per annum
Grade 3: R1 063 611 per annum

CENTRE REQUIREMENTS : Caledon Hospital
: Minimum educational qualification: Appropriate qualification that allows registration as a Clinical Psychologist with the Health Professions Council of South Africa (HPCSA). Registration with a professional council: Registration with the Health Professions Council of South Africa. Experience: **Grade 1:** None after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. 1-year relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** A Minimum of 8 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. Minimum of 9 years relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** A Minimum of 16 years relevant experience after registration with the HPCSA as a Psychologist in respect of RSA-qualified employees. A Minimum of 17 years' relevant experience after registration with the HPCSA as a Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel in the sub-district/district to consult clients, attend and conduct meetings and training sessions. Ability to communicate in at least two of the three official languages of the Western Cape. Availability to work after hours when required. Competencies knowledge/skills): Knowledge and/or experience in counselling, psychometric assessments, and identification of mental health challenges. Work within your professional scope of practice and know when to refer for more specialized mental health interventions, must be abreast of the Mental Health Care Act and other laws and policies pertaining to the field and have a sound knowledge of professional ethics. Computer literacy (i.e., MS Word, PowerPoint and Excel). 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 and to work independently and in different clinical settings.
- DUTIES** : Ensure that mental health services include treatment, prevention, promotion and protection of mental health care users and other vulnerable groups through relevant intervention programs and strategies. Ensure that quality mental health services are provided according to professional standards and ethical principles. Establish Referral pathways and coordination with all stakeholders. Include Suicide and Substance use disorders prevention. Inter-sectoral and inter-disciplinary collaboration and coordination. Provide supervision, mentoring and support to lay health workers and Registered Counsellors, as part of the sub-district and district mental health teams.
- ENQUIRIES** : Dr RJ Liebenberg Tel No: (028) 212-1070
- APPLICATIONS** : Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
- NOTE** : Shortlisted candidates could 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 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 health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)"
- CLOSING DATE** : 13 October 2023
- POST 34/293** : **ASSISTANT MANAGER NURSING (PRIMARY HEALTH CARE)**
Overberg District
- SALARY** : R683 838 (PN-B4) per annum
- CENTRE** : Grabouw CHC
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic qualification with a duration of at least 1 year 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. Experience: A minimum of 10 years of appropriate/recognisable nursing experience 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/recognisable experience after obtaining the 1-year post-basic qualification, Diploma in Clinical Nursing Science, Health Assessment, Treatment and Care. At least 3 years of the period referred to above must be appropriate/recognisable experience at the management level. Inherent requirements of the job: Valid driver's licence and willingness to travel. Good communication skills in two of the three official languages of the Western Cape. Competencies (knowledge/skills): The ability to function independently as well as in a multi-disciplinary team (including the NPO sector). Understanding and knowledge of the Core package of services for PHC as well as the District Health System. Experience with statistical data and financial management. Good interpersonal, people management and Project management skills. Computer literacy (MS Word, PowerPoint and Excel).
- DUTIES** : General and operational management of a Community Health Centre as well as all related services linked to the facility and implementation of the prescribed package of services. Responsible for strategic and operational planning for CHC, the implementation of operational plans as well as monitoring and evaluation. Responsible for internal and external governance including collaboration with other sectors and stakeholders. Ensure sound Financial, Supply Chain Management and People Management practices. Ensure an effective Quality Assurance and Quality Management process. Manage Health Strategy and Support through good governance in Information management, Pharmaceutical and Laboratory Services and Facility Management.
- ENQUIRIES** : Ms H Human Tel No: (028) 212-1070
- 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 : 13 October 2023

POST 34/294 : **OPERATIONAL MANAGER (SPECIALTY AREA: OBSTETRICS)**
Cape Winelands Health District

SALARY : R627 474 (PN-B3) per annum
CENTRE : Stellenbosch Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council as Professional Nurse and Midwife. A post-basic nursing qualification with a duration of at least 1 year accredited with the South African Nursing Council (SANC) in Advanced Midwifery and Neonatology nursing science. Registration with professional body: Registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to work shifts, night duty, overtime, weekends and public holidays when necessary. Willingness to perform relief duties and be on standby for the hospital after hours and on weekends and public holidays. Ability to communicate in at least two of the three official languages of the Western Cape. Experience: A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period above must be appropriate recognizable experience in the specific specialty after obtaining the 1-year post graduate qualification in Midwifery and Neonatology. Nursing Management experience. Competencies (knowledge/skills): Basic computer literacy. Knowledge and insight of relevant legislation and policy related to this nursing specialty within the public sector. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision making, and conflict resolution skills. Good organizational skills.

DUTIES : Responsible for planning, managing, coordinating and maintaining optimal, specialized nursing services in an Obstetrics ward/unit with a Kangaroo mother care unit. Effective management and utilization of human and financial resources to ensure optimal operational function in the unit/s. Initiate and participate in training, development and research within the nursing department. Deliver a support service to the nursing service management and the institution. Maintain ethical standards and promote professional growth and self-development.

ENQUIRIES : Ms RZ De Silva Tel No: (021) 808-6153
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 : 13 October 2023

POST 34/295 : **CHIEF OCCUPATIONAL THERAPIST: GRADE 1**
Chief Directorate: Rural Health Services

SALARY : Grade 1: R520 785 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapist. Registration with a professional council: Registration with the Health Professions Council of South African Council (HPCSA) as an occupational therapist and proof of payment of registration for 2022/2023. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Experience: A minimum of 3 years appropriate experience in Occupational Therapy after registration with the HPCSA. Competencies (knowledge/skills) Intermediate or advanced wheelchair seating training will count to your advantage. Regional hospital experience will count to your advantage. Management experience in a regional hospital will count to your advantage. Sound knowledge and understanding of occupational therapy and health service-related acts, legislation and policies. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills. Proven skills in handling

<u>DUTIES</u>	:	acute cases in a regional hospital environment including, but not limited to paediatric, surgical, orthopaedic and psychiatric services.
	:	Clinical and managerial functions. Managing audiology, social worker, speech therapy services and relief Chief Physiotherapist during times of absence. Lead, coordinate and supervise the delivery of Occupational therapy services and support institutional management. Provide occupational therapy services including assessments, interventions and counselling to individuals, groups, and families. Supervise, support, and evaluate subordinates and the development of staff and students. Ensure efficient and effective management of resources. Administration, including collecting, compiling, and presenting statistical data and monthly reports. Quality assurance and Ideal hospital compliance.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr T Koen Tel No: (044) 802-4535
	:	Applicants apply online: 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>	:	13 October 2023
<u>POST 34/296</u>	:	<u>OPERATIONAL MANAGER NURSING GRADE 1 (GENERAL)</u> Central Karoo District
<u>SALARY</u>	:	R497 193 per annum, (Plus, a non-pensionable rural allowance of 12 % of your annual basic salary is payable).
<u>CENTRE</u>	:	Murraysburg Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC). Registration with a professional council: Registration with the SANC as a Professional Nurse. Experience: A minimum of 7 years of appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Valid (Code B/EB) driver's licence and willingness to travel. Good interpersonal relations, leadership and communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Knowledge of the Community Orientated Primary Health Care (COPC) approach and Health Care 2030 vision. Computer literacy (MS Word, Excel and PowerPoint). Ability to work independently and in a multi-disciplinary team as a supervisor.
<u>DUTIES</u>	:	Supervise the unit and ensure proper utilisation of physical, human, and financial resources in accordance with legislation and policies. Provide management support, guidance, and direction to personnel under her/his supervision towards the realisation of strategic goals and objectives. Maintain constructive working relationships with multi-disciplinary teams and relevant stakeholders. Participate in health promotion initiatives. Participate in audits and contribute to their evaluation and improvement plans.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms J Nel Tel No: (023) 414-3590
	:	Applicants apply online: 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>	:	13 October 2023
<u>POST 34/297</u>	:	<u>PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: CRITICAL CARE: TRAUMA AND EMERGENCY)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	Grade 1: R431 265 (PN-B1) per annum Grade 2: R528 696 (PN-B2) per annum
<u>CENTRE</u>	:	Wesfleur Hospital
<u>REQUIREMENTS</u>	:	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. Post-basic nursing qualification, with a duration of at least 1 year, accredited with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as 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 and a minimum of one

year experience after obtaining the additional qualification and registration with SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. **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 in the specific speciality after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Good verbal and written communication skills in at least 2 of the 3 official languages of the Western Cape. Required to work shifts and after hours (weekend, public holidays, and night duty). Competencies (knowledge/skills): Computer literacy skills.

DUTIES : Provide optimal, holistic specialized nursing care within set standards and professional/legal framework. Assist with management of people management services within the Department and compliance to professional, legal, and ethical regulations governing nursing practice. Effective utilization of financial and physical resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention and Occupational Health and Safety within the Department including efficient and accurate documentation, statistical data collection, capturing, and participation in research activities as well as liaise, advise and effective communication with internal and external stakeholders to ensure continuity of quality client care. Deliver a support service to the Operational Manager, act as shift leader and ensure effective coordination of the Nursing Division after hours whilst maintaining professional growth and ethical standards and self-development.

ENQUIRIES : Ms LA Abrahams Tel No: (021) 816-500/ Email: Lee-Anne.Abrahams@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. "Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Medical and Surgical Nursing Science: Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General.

CLOSING DATE : 13 October 2023

POST 34/298 : **PROFESSIONAL NURSE (SPECIALTY: TRAUMA AND EMERGENCY)**
Cape Winelands Health District

SALARY : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum

CENTRE : Stellenbosch Hospital, Stellenbosch Sub-district

REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in Medical and Surgical Nursing Science in Critical Care Nursing: Trauma and Emergency or Medical and Surgical Nursing Science in Critical Care Nursing: General. Registration with a professional council: Registration with the SANC as 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 the specific speciality after obtaining the 1-year post-basic nursing qualification in the relevant speciality as mentioned above. Inherent requirements of the job: Willingness to work shifts, including night duty, weekends and public holidays. Ability to communicate in at least two of the

three official languages of the Western Cape. Competencies (knowledge/skills): Basic Computer literacy. Knowledge and insight into relevant legislation, procedures, policies and prescripts related to this nursing specialty. Ability to promote quality patient care through the setting, implementation and monitoring of standards. Effective communication, interpersonal, leadership, decision-making, and conflict-resolution skills. Good organizational, decision making and problem-solving skills.

DUTIES : Render optimal holistic quality trauma and emergency nursing care as directed by the scope of practice and service standards. Assume shift leader role when necessary or as delegated by supervisor. Maintain quality standards by ensuring compliance with regulated norms, standards and Ideal Hospital Realization and Maintenance. Effective management and utilization of human and financial resources to ensure optimal operational function in the area. Collect and capture data as per data management policy. Effective and competently manage resuscitations and major incidents. Maintain ethical standards and promote professional growth and development within the Trauma and Emergency department and the hospital.

ENQUIRIES : Ms RZ De Silva Tel No: (021) 808-6153
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

NOTE : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in the post-basic qualification: Diploma in Professional nurse and Midwife or General nurse with Trauma and Emergency Nursing Science.

CLOSING DATE : 13 October 2023

POST 34/299 : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MATERNITY)**
Chief Directorate: Metro Health Services

SALARY : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum

CENTRE : Wesfleur Hospital
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences. Registration with a professional council: Registration with the SANC as a Professional Nurse and Midwife. Experience: **Grade 1:** A Minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification as mentioned above. Inherent requirement of the job: Required to work shifts and after hours (weekend, public holidays, and night duty). Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy.

DUTIES : Responsible for the provision and implementation of comprehensive holistic nursing care and treatment to all pregnant clients. Assist with management of people management services within the Department. Effective utilization of financial resources within the department. Ensure the promotion of Quality Assurance, Infection Control and Prevention & Occupational Health & Safety within the Department. Deliver a support service to the Operational Manager and ensure effective coordination of the Nursing Division after hours.

ENQUIRIES : Ms LA Abrahams Tel No: (021) 816-5556 Email: Lee-Anne.Abrahams@westerncape.gov.za

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

NOTE : No payment of any kind is required when applying for this post. 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 Midwifery and Neonatal Nursing Sciences with the South African Nursing Council.

- CLOSING DATE** : 13 October 2023
- POST 34/300** : **PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: OCCUPATIONAL HEALTH AND SAFETY)**
Central Karoo District Office
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum
- CENTRE REQUIREMENTS** : Central Karoo District Office (stationed in Beaufort West)
Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) 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 SANC in Occupational Health. Registration with a professional council: Registration with the SANC as Professional Nurse. Experience: **Grade 1:** A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period above must be appropriate/recognisable experience in the specific speciality after obtaining the 1-year post-basic qualification in Occupational Health Nursing Science. Inherent requirements of the job: Ability to communicate in at least two of the three official languages of the Western Cape, including English. Valid code (B/EB) drivers' 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 governs Occupation Health and Safety. Computer literacy skills (Microsoft office).
- DUTIES** : Provide and maintain an effective Occupational Health and Safety Risk Management programme within the Rural District. Support the implementation of the 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 district. 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 APPLICATIONS** : Ms A Jooste Tel No: (023) 414-3590
Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period of time. "Candidates who are not in possession of the stipulated OH and S 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 with their job application/on appointment. This concession is only applicable to candidates who apply for the first time for registration in the post basic qualification: in Occupational Health and Safety with the South African Nursing Council."
- CLOSING DATE** : 13 October 2023

POST 34/301 : **ASSISTANT DIRECTOR: HEALTH SUPPORT (INCREASING WELLNESS)**
Chief Directorate: Emergency and Clinical Services Support

SALARY : R424 104 per annum
CENTRE : Directorate Service Priorities Coordination, Sub-directorate: Increasing Wellness

REQUIREMENTS : Minimum educational qualification: An appropriate 3-year National Diploma / Degree. Experience: Appropriate and relevant experience in public health management, programme development, project management, communications, community or primary health care services, community development, participatory approaches, stakeholder engagement, health promotion and cross-sectoral partnership. Appropriate supervisory experience. Inherent requirements of the job: Valid driver's licence code B/EB. -Willingness to travel throughout the province. -Good communication (written and verbal) in at least two of the three official languages of the Western Cape. Willingness to work overtime. Competencies (knowledge/skills): Project Management skills. Knowledge and application of regulations, policies, procedures and indicators relevant to Wellness and integrated Health promotion programmes. Good understanding of the District Health system. Facilitation, writing, research, conceptualisation, and statistical analysing skills. Monitoring, evaluation, research, analytical and problem-solving skills. Computer literacy in Microsoft Office suite and digital platforms. Sound interpersonal, networking, negotiating and design skills. Creativity, self-motivation, assertiveness and ability to work independently and in a team. Ability to prioritise and organise work, exercise self-discipline and function under pressure, work without supervision and handle a high work volume.

DUTIES : Manage and coordinate a high-burden and high-priority integrated health promotion programme(s) across the life course. Examine and appraise health programmes (as required) with respect to implementation status, quality of service, outcomes of programme and burden of disease implications. Ensure the development and implementation of optimal Wellness and integrated Health promotion policies, strategies, processes and guidelines in the province with respect to planning, implementation monitoring and evaluation of a provincial Wellness and integrated Health promotion programme. Produce quarterly reports and annual reviews of the integrated health promotion programme. Participate as a key member of the Service Priorities coordination team as required to give effect to a health systems response. Render a logistical, administrative, financial management, supervisory and leadership function.

ENQUIRIES : Ms K Fortune Tel No: (021) 815 8659
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 : 09 October 2023

POST 34/302 : **ASSISTANT DIRECTOR: SUPPORT SERVICES (COMMUNITY CAPACITY ENHANCEMENT TRAINING) (X2 POSTS)**
Chief Directorate: Rural Health Services
(Contract post till end March 2023)

SALARY : R424 104 per annum, (plus 37% in lieu of service benefits)
CENTRE : House McCrone Clinic, Wellington

REQUIREMENTS : Minimum educational qualification: An appropriate three-year National Diploma or Degree in Education, Social Sciences or Public Administration with appropriate experience in Community Capacity Enhancement. Experience: Appropriate experience in facilitating community engagement training based on WCG: Community Capacity Enhancement Model. Appropriate experience in and knowledge of Violence Prevention, Whole of Government and Whole of Society Approach. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Willingness to travel extensively in the 5 rural districts of the Western Cape Province. Ability to work independently and within a team. Competencies (knowledge/skills): Training and Facilitation skills. Computer skills. Report writing skills. Project Management Skills.

DUTIES : Drive and coordinate primary Community Capacity Enhancement training within but not limited to Rural Health Services Area Based Team (ABT)/ Violence Prevention Unit sites. Develop and implement a mentoring, supervision, and support model for master trainers in collaboration with

managers and service colleagues. Report on training done. Develop a sustainability framework for Community Capacity Enhancement after March 2024.

ENQUIRIES : Ms E Pegram at (083) 442-7302
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. Applicants may be subjected to a competency assessment test.

CLOSING DATE : 13 October 2023

POST 34/303 : **SENIOR TRAINING OFFICER**
Directorate: People Development, People Development Centre (PDC)

SALARY : R359 517 per annum
CENTRE : Head Office, Cape Town, based in Plumstead
REQUIREMENTS : Minimum educational qualification: Appropriate 4-year Health-related National Diploma/Degree or equivalent registrable with a Health Professions Council of South Africa or South African Council for Social Service Professions. Experience: Appropriate experience in training and facilitation. Appropriate experience in training material development and assessments. Appropriate experience in counselling. Appropriate experience in the field of HIV/AIDS and other health-related topics. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of training material preparation and facilitation. Knowledge and understanding of counselling methodologies as well as group work methodologies. Knowledge and understanding of HIV/AIDS, TB and STI's and other health-related topics. Knowledge and understanding of health-related Acts, Regulations, Guidelines and other related policies. Ability to use all relevant computer applications effectively, independently and with ease, in particular MS Word, MS Teams, Excel and PowerPoint.

DUTIES : Deliver training in HIV/AIDS, STI, TB, Chronic diseases of lifestyle and other health, wellness and related counselling and therapeutic training courses both didactically and online. Deliver training on generic training courses for various cadres of health staff. Develop and update training material in line with current counselling methodologies and departmental policies and guidelines. Develop and conduct training assessments. Conduct monitoring and evaluation activities in HIV/AIDS, TB & STI and related counselling and therapeutic training courses. Offer supportive counselling to learners who attend training at the PDC and members of the community who require assistance telephonically. Assist and support the functioning of the People Development Centre (PDC).

ENQUIRIES : Ms N Calvert Tel No: (021) 763-5320
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 : 13 October 2023

POST 34/304 : **OPTOMETRIST GRADE 1 TO GRADE 3 (6/8TH POST)**

SALARY : Grade 1: R269 718 per annum
Grade 2: R315 012 per annum
Grade 3: R368 757 per annum

CENTRE : Tygerberg Hospital, Parow Valley
REQUIREMENTS : Minimum educational qualification: BSc (optometry) or equivalent. Registration with a professional council: Registration with the Health Professions Council of South Africa (HPCSA) as an Optometrist. Experience: **Grade 1:** None after registration with the HPCSA as an Optometrist in respect of RSA qualified employees who performed Community Service as required in South Africa. 1-year relevant experience after registration with HPCSA as an Optometrist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 2:** A minimum of 10 years relevant experience after registration with the HPCSA as an Optometrist in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum of 11 years relevant experience after registration with HPCSA as Optometrist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. **Grade 3:** A minimum of 20 years relevant experience

		after registration with the HPCSA as an Optometrist in respect of RSA-qualified employees who performed Community Service as required in South Africa. Minimum of 21 years relevant experience after registration with HPCSA as an Optometrist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Inherent requirement of the job: Fluency in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Data capturing and processing. Experience in ophthalmic imaging/angiography is essential.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Prof L Visser Tel No: (021) 938-5519
<u>APPLICATIONS</u>	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for a change in registration status)".
<u>CLOSING DATE</u>	:	13 October 2023
<u>POST 34/305</u>	:	<u>ADMINISTRATION CLERK: FINANCE (CASHIER)</u> Garden Route Health District
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Riversdale Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with mathematics and/or accountancy as a passed subject and/or a Senior Certificate (or equivalent) with experience/competencies that focus on the Key Performance Areas (KRA's) of the post. Experience: Appropriate cashier experience in the public sector. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy in Microsoft (Word, Excel and Outlook), Ability to accept accountability and responsibility and to work independently and unsupervised knowledge in the handling of cash management and preparing and analysing figures and amounts. Knowledge of the Basic Accounting System (BAS), Public Finance Management Act and Treasury Regulations and Instructions.
<u>DUTIES</u>	:	Receiving and depositing of money. Doing the correct allocations on BAS and Clinicom, issuing receipts, capture day end for deposits and deposit confirmations. File and safekeeping of documents. Clear matching reports journals) and daily allocations to other Hospitals. Assist with monthly BAS/Clinicom reconciliation. Handling of all cashier-related enquiries.
<u>ENQUIRIES</u>	:	Mr H Crous Tel No: (028) 713-8642
<u>APPLICATIONS</u>	:	Applicants apply online: 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>	:	13 October 2023
<u>POST 34/306</u>	:	<u>ADMINISTRATION CLERK: ADMISSIONS (X4 POSTS)</u> Chief Directorate: Metro Health Services
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Protea Park CDC (X2 Posts) Saxonsea CDC (X2 Posts)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate experience. Inherent requirements of the job: Perform

relief duties as required. Good verbal and written communication skills in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Computer literacy. Good communication and interpersonal skills. Good communication (verbal and written). Knowledge of Health Information Systems. Ability to work under pressure, independently, unsupervised, in a team and to accept accountability and responsibility, maintains confidentiality.

DUTIES : Admission of patients: obtain information from patient and capture on computer. Ensure correct management of patient folders at reception areas and schedule appointments (new, follow-up and operations) on system. Recordkeeping, compile new, retrieve, file, trace lost and manage duplicates and old folders as well as maintain a record system and archive. Accurate collection, safekeeping and deposit of state money. Deal with written, verbal and or telephonic queries. Information management: daily collection and collation of statistics in reception. Correct patient assessment and accurate data recording. Perform relief duties and support to Operational manager.

ENQUIRIES : Ms LM Appolis Tel No: (021) 202-0933
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 : 13 October 2023

POST 34/307 : **SOCIAL WORK: GRADE 1 TO 4 (5/8TH POST)**
 Chief Directorate: Rural Health Services

SALARY : Grade 1: R184 008 per annum
 Grade 2: R224 700 per annum
 Grade 3: R270 219 per annum
 Grade 4: R331 257 per annum

CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows registration with the South African Council for Social Service Professions. Registration with a professional council: Registration with the South African Council for Social Service Professions as a Social Worker. Experience: **Grade 1:** None. **Grade 2:** Minimum of 10 years appropriate experience in social work after registration as a social worker with the SACSSP. **Grade 3:** Minimum of 20 years appropriate experience in social work after registration as a social worker with the SACSSP. **Grade 4:** Minimum of 30 years appropriate experience in social work after registration as a social worker with the SACSSP. Inherent requirements of the job: Valid (Code B/EB) driver's licence. Ability and willingness to be available for emergencies/mass incidents. Communication skills (both verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Sound knowledge and understanding of mental healthcare-related acts, legislation and policies. Computer literacy (MS Office: Word, Excel, and PowerPoint). Proven leadership, interpersonal and communication skills.

DUTIES : Plan, coordinate and implement social worker program within the psychiatric ward at George Hospital. Provide social work services including assessments, interventions and counselling to individuals, groups, and families. Enter partnerships with community stakeholders and NGOs to ensure continuity of care. Attend ward rounds, multidisciplinary meetings, and host family meetings. Ensure efficient and effective management of resources. Administration, including collecting, compiling, and presenting statistical data and monthly reports.

ENQUIRIES : Ms EV Bruinders Tel No: (044) 802-4410
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 : 13 October 2023

POST 34/308 : **FOOD SERVICE SUPERVISOR**
 Chief Directorate: Rural Health Services

SALARY : R171 537 per annum
CENTRE : George Regional Hospital
REQUIREMENTS : Minimum educational qualification: General Education and Training Certificate (GETC)/ grade 9 (Std. 7). Experience: Appropriate Supervisory experience in

an Industrial Food Services Unit. Inherent requirements of the job: Ability to work shifts, weekends and public holidays. The ability to read, speak and write in two of the three official languages of the Western Cape. The incumbent must be strong enough to lift heavy objects and be on their feet the entire day. Competencies (knowledge/skills): The ability to function in a group and to work under pressure. Knowledge of HACCP and hygiene and safety procedures in an industrial food service unit. Knowledge of the National Guidelines of safe preparation, storage and handling of powdered infant formula for Health Facilities and Home Environment. Excellent health. Computer literacy (MS Office: Word, Excel and Outlook).

DUTIES : Supervise and maintain general hygiene in the food service unit and milk kitchen. Implement and maintain the following: Standard menus, production planning and correct procedures for the receipt, storage, preparation, stock control, portion control and distribution of food and milk formulas. Supervise and maintain the preparation and distribution of milk feeds to the wards, according to prescribed standardized recipes and standard operation procedures and maintain temperature control during the various processes. Implement, maintain and supervise safety measures for the preparation of meals and the use of apparatus and equipment and general hygiene in the unit. Implement saving measures, check inventories and maintain security measures to limit the loss of stock, apparatus and equipment in the unit. Assist the Food Service Manager with the checking of duty rosters and HR-relative matters (recruitment and selection, orientation of new staff, in-service training, discipline, grievances and staff performance appraisal).

ENQUIRIES : Ms MJ Greyling Tel No: (044) 802-4423

APPLICATIONS : The Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr WR Biggs

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

CLOSING DATE : 13 October 2023

POST 34/309 : **ARTISAN ASSISTANT**
Chief Directorate: Rural Health Services

SALARY : R171 537 per annum

CENTRE : George Regional Hospital

REQUIREMENTS : Minimum educational qualification: Grade 10 (or equivalent). Experience: Appropriate experience in repairs and maintenance of hospital equipment and infrastructure. Inherent requirements of the job: Valid Code B/EB driver's licence. Ability to perform heavy physical labour. Available to perform standby and overtime duties. Good communication skills (verbal and written) in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Ability to work independently, good organisation and team skills and the ability to operate and use required tools and equipment skilfully and safely. Ability to plan ahead (pro-active), work independently, as well in a team and comply with in house systems and procedures. Strict adherence to the Occupational Health and Safety Act.

DUTIES : Carry out maintenance and repairs of hospital equipment and infrastructure. Complete and return repair requisitions and assist with the control and requisitioning of materials and parts. Clean areas where work has been carried out by engineering staff. Ensure that all tools and materials are available before commencing any tasks.

ENQUIRIES : Mr L Du Plessis Tel No: (044) 802-4488

APPLICATIONS : To the Chief Executive Officer: George Hospital, Private Bag X6534, George, 6530.

FOR ATTENTION : Mr WR Biggs

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

CLOSING DATE : 13 October 2023

POST 34/310 : **CLEANER (X3 POSTS)**
Chief Directorate: Metro Health Services

SALARY : R125 373 per annum

CENTRE : Saxonsea CDC (X1 Post)

Protea Park CDC (X2 Posts)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: The ability to do

physical tasks and operate heavy duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices. Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Operational manager and colleagues.

ENQUIRIES : Ms LM Appolis Tel No: (021) 202-0933
APPLICATIONS : The Director: Metro Health Services, Southern/Western Sub structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945 or P.O. Box 30360, Tokai, 7966.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/311 : **CLEANER (X5 POSTS)**
 Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Lotus River CDC (X2 Posts)
 Retreat CHC (X1 Post)
 Maitland CDC (X1 Post)
 Vanguard CHC (X1 Post)

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience. Inherent requirements of the job: Excellent communication Skills (verbal and written) in at least two of the three official languages in the Western Cape. The ability to do physical tasks and operate heavy-duty cleaning and household equipment. Render a shift service on weekends and public holidays, on day and night duty when required. Rotate in different departments according to operational needs and requirements. Competencies (knowledge/skills): Good interpersonal skills. Knowledge of the correct methods of handling and disposal of refuse /waste products and adherence to policy and cleaning practices.

DUTIES : General cleaning and maintenance (sweeping, scrubbing, refuse removal, dusting, mopping, polishing, cleaning hospital grounds, cleaning of windows and walls. Effective and efficient utilisation and storage of cleaning material and equipment. Adhering to safety precautions and ensure adherence to occupational health and safety policies. Maintaining of a high standard of neatness and hygiene in the facility. Optimal support to Facility manager and colleagues.

ENQUIRIES : **Lotus River CDC:** Ms G Jones Tel No: (021) 703 3131
Retreat CHC: Ms S Meyer Tel No: (021) 713 9741
Maitland CDC: Ms L Meyer Tel No: (021) 510 6473
Vanguard CHC: Dr L Johnson Tel No: (021) 695 8242

APPLICATIONS : The Director: Metro Health Services, Southern/Western Sub-structure, DP Marais Nurses Home, Corner of White and Main Road, Retreat, 7945.

FOR ATTENTION : Mr F Le Roux
NOTE : No payment of any kind is required when applying for this post.
CLOSING DATE : 13 October 2023

POST 34/312 : **DRIVER (LIGHT-DUTY VEHICLE)**
 Chief Directorate: Metro Health Services

SALARY : R125 373 per annum
CENTRE : Gugulethu CHC

REQUIREMENTS : Minimum requirement: Basic literacy and numeracy. Experience: Appropriate experience in the functioning of a state hospital. 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. Valid Public Driving Permit

(PDP). Willingness to work overtime. Willingness to perform standby duties. Competencies (knowledge/skills): Ability to accept accountability, responsibility to work independently and good interpersonal skills. Knowledge of Transport Regulations and Circular no 4 of 2000. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills.

- DUTIES** : Transport goods, services, clients and personnel from one point to another. Ensure accurate and detailed completion of logbooks. Conduct routine maintenance, inspecting vehicles and timely reporting of defects. Adhere to Departmental codes and procedures. Ensure that all vehicles are kept clean and tidy. Perform administrative and relief duties when required or necessary.
- ENQUIRIES** : Mr M October Tel No: (021) 816-8626
- APPLICATIONS** : The Facility Manager: Gugulethu Community Health Centre, NY3 Cnr NY77 and NY78 Gugulethu, 7750.
- FOR ATTENTION** : Mr M October
- NOTE** : No payment of any kind is required when applying for this post.
- CLOSING DATE** : 13 October 2023

DEPARTMENT OF INFRASTRUCTURE

- 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** : 09 October 2023
- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 34/313** : **CONTROL ENGINEERING TECHNOLOGIST: TRAFFIC ENGINEERING SUPPORT AND SAFETY REF NO: DOI 101/2023**
- SALARY** : Grade A: R831 309 per annum, all-inclusive salary package, (OSD as prescribed).
- CENTRE** : Department of Infrastructure, Western Cape Government
- REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or relevant qualification; A minimum of six years post qualification experience required; Compulsory registration with ECSA as a Professional Technologist; A valid (Code B or higher) driving license. Recommendation: Experience in the following: Traffic studies, Traffic analysis software; Traffic signal design, Application of road traffic signs and markings in accordance with SARTSM; Road safety assessments; Undertaking of Speed Limit Reviews; Further studies in the field of Traffic Engineering. Proven management experience is desirable. Competencies: Knowledge of the following: Project Management; Technical design and analysis knowledge; Research and Development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Technical consulting; Networking; Professional judgment; Process knowledge and skills; Maintenance skills and knowledge; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Communication (written and verbal) skills; People Management, Planning and organizing; Engineering and professional judgment; Strategic capability and leadership; Behavioural competencies: Problem solving and analysis; Decision making; Team leadership; Creativity; Financial management; Customer focus and responsiveness; Conflict management, negotiation and Change Management skills.
- DUTIES** : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles

or theory; Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Governance: Allocate, control, monitor and report on all resources; Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services; People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.

ENQUIRIES : Mr M Hendrickse Tel No: (021) 483 3107

POST 34/314 : **DEPUTY DIRECTOR: BUDGET IMMOVABLE ASSETS REF NO: DOI 82/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/ Equivalent or higher); A minimum of 5 years appropriate experience in management accounting of which 3 years experience on management level; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements; Skills: Communication (written and verbal); Computer literacy in MS Office, Intranet, Internet and other relevant financial software packages; Leadership; Budgeting; Conceptual and formulation; Statistical; Report-writing; Numeracy; Analytical; Implementation and monitoring;; Networking; Sound organising, problem-solving and dispute resolution/conflict management.

DUTIES : Monitor revenue and expenditure for Immovable Assets incl. financial reporting on Conditional Grants and compliance with PFMA; Assist with the Immovable Asset budgeting in MTEF process - Property rates, leased in/out assets, projects lists, financial info for SP, APP and AR, B5 reports; Assist in Adjustment budget process – reprioritise budgets across projects; Assist with the prevention of unauthorised, irregular and fruitless/wasteful expenditure; Manage the Infrastructure Reporting Model (IRM); Assist in preparation of reports - End of Year (EoY) reports, C-AMP and U-AMP.

ENQUIRIES : Ms R van der Fort Tel No: (021) 483 8738

POST 34/315 : **DEPUTY DIRECTOR: BUDGET MONITORING AND REPORTING REF NO: DOI 83/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/ Equivalent or higher); A minimum of 5 years appropriate experience in management accounting of which 3 years experience on management level; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Relevant public service legislation, policies, regulations, guidelines; Public Finance Management Act (PFMA), National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Sector; Budget administration; Management accounting processes; Revenue and expenditure control; Risk management and quality assurance control in a management accounting working environment; Modern systems of governance and administration; Public service procedures, processes and systems; Information, Database and Records Management; Human Resource Management legislation, policies, regulations, strategies, frameworks, directives, guidelines, best practices, codes, collective agreements; Skills: Communication (written and verbal); Computer literacy in MS Office, Intranet, Internet and other relevant financial software packages; Leadership; Budgeting; Conceptual and formulation; Statistical; Report-writing; Numeracy;

Analytical; Implementation and monitoring;; Networking; Sound organising, problem-solving and dispute resolution/conflict management.

DUTIES : Monitor revenue and expenditure; Assist with monthly, quarterly and annual reporting, Conditional Grants, Earmarked funds, Annual Report, In-Year-Monitoring (IYM); Assist in Adjustment budget process; Assist with the prevention of unauthorised expenditure, under spending and over-spending; Evaluate and make recommendations on submissions with financial implications to the relevant manager and Programme manager.

ENQUIRIES : Ms R van der Fort Tel No: (021) 483 8738

POST 34/316 : **DEPUTY DIRECTOR: REPORTING (FINANCIAL ACCOUNTING) REF NO: DOI 84/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package
CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : An appropriate 3-year tertiary qualification (B-Degree/equivalent or higher); A minimum of 3 years relevant management level experience. Recommendation: Experience working in a financial environment. Competencies: Knowledge of the following: Government policies and procedure (Public Finance Management Act and circulars); Modified Cash Standards; Skills needed: Communication (written and verbal); Numeracy; Literacy; Computer Literacy; Leadership; problem solving and decision making.

DUTIES : Responsible for Financial systems and In-Year-Monitoring (IYM) reporting; Ensure the interim and annual financial statements are compiled; Responsible for Month end closure; Responsible for regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Ensure that operational management of the sub-component.

ENQUIRIES : Ms S Andrews Tel No: (021) 483 5180

POST 34/317 : **PROFESSIONAL ENGINEER (PRODUCTION LEVEL): ROAD PROGRAMME DEVELOPMENT REF NO: DOI 54/2023**

SALARY : Grade A: R795 147 - R8847 2215 per annum, (OSD as prescribed)
Grade B: R894 042 - R962 292 per annum, (OSD as prescribed)
Grade C: R1 020 087 - R1 197 978 per annum, (OSD as prescribed)

CENTRE : Department of Infrastructure, Western Cape Government
REQUIREMENTS : Engineering Degree (B Eng/ BSC (Eng)) or relevant qualification; A minimum of 3 years post qualification engineering experience required; Compulsory registration with ECSA as a Professional Engineer Or have submitted with ECSA for Professional registration as a Professional Engineer. (Shortlisted candidates will be required to submit proof of payment) and compulsory registration with ECSA as a Professional Engineer will then be applicable within 6 months from appointment; A valid code B or higher driving licence. Recommendation: B Eng/BSc in all Engineering fields will be considered with relevant work experience; Exposure of asset management principles, technical methods, financials, systems and techniques; Experience in the implementation of strategies and policies related to the management of road infrastructure; Exposure of human resource-, supply chain-, contract-, management; Experience in financial motivation or project preparation for funding requirements; Advance experience in the use of Microsoft Office, Asset Management systems, GIS and other software / databases programs HDM4, dTIMS, IQMS; Willingness to travel when required; Further studies or courses. Competencies: Knowledge of the following: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Legal compliance; Technical report writing; Creating high performance culture; Professional judgment; Networking; The following skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Written and verbal communication skills; Computer literacy; Planning and organising; Conflict management; Problem solving and analysis; People management; Change management; Innovation; Strong leadership, interpersonal and teamwork skills; Ability to perform data interpretation and analysis to assist with road asset planning and management; Ability to communicate with a range of stakeholders; Ability to identify asset condition and formulate and implement an improvement plan for asset service delivery.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety; Human capital development; Office administration and budget planning; Research and development.

ENQUIRIES : Mr A November at (021) 483 0536

POST 34/318 : **GISC PROFESSIONAL (PRODUCTION LEVEL): IMMOVABLE ASSET REGISTER REF NO: DOI 96/2023**

SALARY CENTRE REQUIREMENTS : R687 879 per annum, all-inclusive salary package, (OSD as prescribed).
 : Department of Infrastructure, Western Cape Government
 : An appropriate 4-year B-Degree in GISc or relevant qualification; A minimum of 3 years post qualification GISc professional experience; Compulsory registration with South African Geomatics Council (SAGC) as a GISc Professional; A valid driving licence (Code B or Higher). Recommendation: Experience in the following: Rendering GIS services in the immovable asset management environment and/or in support of immovable asset portfolio management as well as the management of an immovable asset register; Rendering support in terms of budget management, planning and reporting; Compiling reports and submissions for decision making. Competencies: Knowledge of the following: GIS implementation; Geo database design and repository management; Relational databases and programming; Legal and operational compliance; Budget planning and reporting; Geo-database design and analysis, research and development; Geospatial mapping; Web based services; Metadata and data quality; Geo-database design and analysis; Skills needed: Written and verbal communication; Planning and organising; Problem solving; Analytical; Technical report writing.

DUTIES : Provide GISc to support institutional decision making; Policy making and institutional strategic guidance; Research; Project and financial management.

ENQUIRIES : Mr A Boersma Tel No: (021) 483 3223

POST 34/319 : **ASSISTANT DIRECTOR: REVENUE AND RECEIVABLES REF NO: DOI 94/2023**

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
 : Department of Infrastructure, Western Cape Government
 : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Accounting or related; A minimum of 3 years supervisory level experience in a financial accounting, financial management or similar environment; A valid (Code B or higher) driving license. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Advanced MS Excel experience. Competencies: Proven knowledge of the following: Revenue and debt management; Public Financial Management Act and applicable legislation; Skills needed: Change Management; Supervisory; Communication (written and verbal); Time Management; Planning and organising; Teamwork; Analytical; Problem solving; Ability to work under pressure.

DUTIES : Revenue and receivables management: Manage the development and maintenance of policies and standard operating procedures; Disclosures in the financial statements and reporting according to GRAP 2: Manage the information of the disclosure of debtors in the financial statements; Analyse system reports: Access and interpret financial reports; Operational management of the sub-component.

ENQUIRIES : Ms R Ceasar Tel No: (021) 483 4305

POST 34/320 : **ADMINISTRATIVE OFFICER: MASAKH'ISIZWE BURSARY PROGRAMME REF NO: DOI 93/2023**

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
 : Department of Infrastructure, Western Cape Government
 : Senior Certificate (Grade 12 or equivalent qualification) with a minimum of 6 years relevant experience. Recommendation: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher). Competencies: Knowledge of the following: Relevant legislation regarding Public Transport and Public Service administration; Skills Development Legislative and framework; Public Services, Provincial and Departmental strategies/policies/prescripts and other documents that address Public Transport Development; Provincial Growth and Development Strategy;

		Strategic Infrastructure Plan; Relevant software packages and sound application of relevant computer programmes; Human capital and financial administration; Skills in the following: Computer literacy; Verbal and written communication; Report writing and formulation; Ability to interpret and apply policies; Ability to conduct basic research.
<u>DUTIES</u>	:	Co-ordinate and facilitate the Work Integrated Learning Programme and/or Vacation Programme; Assess and evaluate the operational needs of the department; Co-ordinate and facilitate the securing of employment opportunities for placement of Masakh'iSizwe graduates; Render line administrative support to the programme; Co-ordinate administrative management control measures pertaining to the stakeholder relationship/partnership; Conduct research on matters that impact on the Programme; Manage project related resources.
<u>ENQUIRIES</u>	:	Ms CL September Tel No: (021) 483 9841
<u>POST 34/321</u>	:	<u>ARTISAN (PRODUCTION LEVEL): CENTRAL MECHANICAL WORKSHOP (DIESEL MECHANIC) REF NO: DOI 29/2023 R1 (X2 POSTS)</u>
<u>SALARY</u>	:	Grade A: R220 533 - R244 737 per annum, (Salary will be determined as per OSD prescripts) Grade B: R258 753 - R285 396 per annum, (Salary will be determined as per OSD prescripts) Grade C: R299 361 - R368 070 per annum, (Salary will be determined as per OSD prescripts)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Appropriate Trade Test Certificate (Diesel Mechanic); A valid Code EC driving license with valid PDP. Recommendation: Experience in the repair, rebuild, maintain and modify of diesel and petrol vehicles; Heavy and small plant and equipment (construction plant); Basic welding, fitting and turning; Auto electrical work; Basic spray painting. Competencies: Knowledge of the following: Mechanical work on construction plant and equipment and vehicle (test); Maintain good interpersonal relations; Ability to work under pressure and meet deadlines; Verbal and written communication skills; Good planning and problem solving skills; Good time management skills.
<u>DUTIES</u>	:	Maintain, repair, rebuild and modify all vehicles, construction plant and equipment to standard; Supervise Trade Worker Aid and Apprentice; Maintain occupational Health and Safety standards; Technical skills such as analysing, legal compliance and computer-aid applications; Perform administrative duties which include complete Log forms and timesheets, initiate orders and writing reports.
<u>ENQUIRIES</u>	:	Mr E Louw Tel No: (021) 959 7700
<u>POST 34/322</u>	:	<u>PROJECT SUPPORT CLERK: HEALTH INFRASTRUCTURE REF NO: DOI 99/2023</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE REQUIREMENTS</u>	:	Department of Infrastructure, Western Cape Government Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience. Competencies: Computer literacy (MS Word, MS Excel, MS Outlook, MS Projects); Good written and verbal communication skills; Meeting deadlines; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
<u>DUTIES</u>	:	Provide support to Project Support Administrator; Diary management; Provide a reception service; Provision of effective record keeping; Provide office administration; Arrange GG transport; Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments; Provide logistical support; Specific project/programme administration, including taking of minutes, capturing and updating project financials on the Project Management Systems (EPM/Biz Projects); Establish and maintain project documentation library, this includes providing document management support, the identification, change control and administration on all project-related documents.
<u>ENQUIRIES</u>	:	Mr P Williams Tel No: (021) 483-4573/ 074 031 0470

DEPARTMENT OF LOCAL GOVERNMENT

- 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** : 09 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 34/323** : **DIRECTOR: INTEGRATED DEVELOPMENT PLANNING REF NO: LG 45/2023**
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), all-inclusive salary package
: Department of Local Government, Western Cape Government
: An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA in Town Planning/ Development Planning/ Development Studies/ Public Management or related field; A minimum of 6 years relevant middle-management experience in a local government planning or integrated development planning or relevant working environment; A valid code B driving licence. Recommendation: Registration with the South African Council for Planners as a professional planner. Competencies: Knowledge of the following: Applicable policies, legislation, guidelines, standards, procedures and best practices in reference of local government; Constitutional, Institutional and Development circumstances of municipalities in the Western Cape; IDP Policy, legislation and guidelines; Municipal integrated development planning, people centered development, community based partnership processes; Strategic Management processes including strategic planning and performance management within government including inter-sphere and cross sector planning; Core competencies: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Ability to interpret and apply relevant policies and procedures; Ability to analyse, promote, facilitate and implement strategic planning; Ability to communicate at all levels and across sectors using various media, stakeholder engagement and to build and maintain working partnerships.
- DUTIES** : Liaise with national government, provincial departments, municipalities and related institutions in order to co-ordinate integrated development planning,

monitoring and support to municipalities; Develop and maintain the Integrated Development Planning Support Programme; Capacity building and training of municipal staff and individual municipal support actions; Assistance in improving national and provincial planning integration with municipal integrated development plans and assistance in sector planning support actions by national and provincial departments that support integrated development planning in municipalities; Develop and maintain an effective Integrated Development Planning Monitoring System for municipal planning; Assessment of the quality of municipal integrated development plans; Monitoring annual Integrated Development Plans implementation (including budget linkage) compliance to IDP prescripts and maintaining a provincial IDP database; Responsible for providing strategic management , human resources management and financial management for the Directorate.

ENQUIRIES : Ms N Zamxaka Tel No: (021) 483 4449

POST 34/324 : **JDMA COORDINATOR REF NO: LG 46/2023**
(Contract post ending 31 March 2026)

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience; A valid code B driving licence. Recommendation: Public Management/ Administration Degree/ Social Science Degree. Competencies: Knowledge of the following: Relevant policies and procedures; IDP and related planning processes; Programme and Project Management; Procurement and tendering processes; Development, strategy management, strategy monitoring and review processes; Modern Systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance; Human Resource Management, Labour relations and discourse management processes; Core Competencies are as follows: Strategic Capability and leadership; People Management and Empowerment; Programme and Project Management; Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Monitoring and reporting; Networking; Facilitation and collaboration; Stakeholder Management; Ability to integrate the priorities for the 3 spheres of government; Ability to integrate planning, budgeting and implementation and align with government priorities.

DUTIES : Develop and maintain strategies, policies, guidelines, reporting and other strategic documents; Facilitate the institutionalisation of the Joint District and Metro Approach (JDMA) in the WCG; Strategically manage, coordinate and guide the JDMA programme; Mobilise and manage, consult and engage national, provincial, municipal and associated institutions and private sector; Facilitate and align horizontal and vertical interface in line with policy directives, Cabinet, Bosberaad and PCF decisions including national policies and budget directives; Ensure planning, budgeting and implementation on national, provincial and local levels by means of collaboration and coordination; Strengthen, support and guide the JDMA leads in the development and implementation of the Metro/District Implementation Plans; Streamline and rationalise provincial/ municipal interface and introduce efficiencies; Ensure monitoring systems are in place and monitor and report on the progress of implementation projects; Evaluate the impact of programmes; Strategic Management; Change Management; People Management; Financial Management; Liaise with any programmes of a similar nature that may be developed and potentially has an impact on the JDMA.

ENQUIRIES : Mr G Paulse Tel No: (021) 483 3938

OTHER POST

POST 34/325 : **DRIVER WITH SECONDARY FUNCTIONS: ADMIN SUPPORT (DISASTER MANAGEMENT) -TYGERBERG REF NO: LG 44/2023**

SALARY : R171 537 per annum (Level 04)
CENTRE : Department of Local Government, Western Cape Government
REQUIREMENTS : Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1 year relevant experience; A valid Code B (or higher) driving license. Competencies:

A good understanding of the following: City(ies) in which the functions will be performed; Procedures to perform messenger duties; Routine office support functions (e.g., registry functions, Making of photocopies); Prescripts for the correct utilisation of the motor vehicle; Procedures to ensure that the motor vehicle is maintained properly; Skills in the following: Basic Computer literacy in MS Office Package (Word, Excel, PowerPoint etc.); Communication skills (written and verbal); Ability to work independently and as part of a team.

DUTIES : Driving light and medium motor vehicles; Transport passengers and collect and deliver items; Do routine maintenance on the allocated vehicles; Complete all the required and prescript records and logbooks; Render a clerical/support/messenger service in the relevant office; Copy and fax documents; Assist in the registry.

ENQUIRIES : Mr K Cloete Tel No: (021) 937 6305
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>

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 09 October 2023

MOBILITY DEPARTMENT

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 09 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

<u>POST 34/326</u>	:	<u>CHIEF DIRECTOR: MOBILITY REGULATION REF NO: MD 21/2023</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive salary package
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities. Recommendation: Post-graduate qualification in Public Management/Alternate Dispute Resolution Qualification/ law related. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
<u>DUTIES</u>	:	Line management will entail the following: Adjudicate applications for operating licenses; Manage operator licenses and permits; Manage provincial public transport registration; Manage vehicle administration and licensing; Manage mediation, conflict and dispute resolution regarding transport public matters; Co-ordinate and facilitate the formalization and empowerment of the taxi industry; Strategic Management; Change Management; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. M Moore Tel No: (021) 483 3900
<u>POST 34/327</u>	:	<u>CHIEF DIRECTOR: TRAFFIC MANAGEMENT REF NO: MD 23/2023</u>
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), all-inclusive salary package
<u>CENTRE</u>	:	Mobility Department, Western Cape Government
<u>REQUIREMENTS</u>	:	An appropriate Degree (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years experience at a Senior Managerial level; A valid driving licence/ Alternative mode of transport for a person with disabilities. Recommendation: Post-graduate qualification in Public Management/Alternate Dispute Resolution Qualification/ law related. Experience on a Senior Management level in Traffic Law Enforcement/ Road Safety Management. Competencies: Extensive knowledge and working experience of all legislation, regulatory frameworks, policies and best practices; Proven knowledge of the following: Information Systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, Regional and Local political, economic and social affairs impacting on the provincial government of the Western Cape; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning; Knowledge Management; Collaborative Relationship Building; Business Acumen; Interpersonal; Presentation; Client Orientation.
<u>DUTIES</u>	:	Line management will entail the following: To manage an effective Traffic Law Enforcement Service; Provide lifelong quality outcomes-based learning programmes to traffic policing agencies; Ensure integration of all Road Safety interventions and greater voluntary compliance by road users with road rules and regulations; Strategic Management; Change Management; People Management; Financial Management.
<u>ENQUIRIES</u>	:	Ms. M Moore Tel No: (021) 483 3900

POST 34/328 : **DIRECTOR: FINANCIAL MANAGEMENT REF NO: MD 22/2023**

SALARY : R1 162 200 per annum (Level 13), all-inclusive salary package
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management experience. Recommendation: A valid driving licence, or alternative mode of transport for people with disabilities; A post-graduate qualification in a Financial Management. Competencies: Proven knowledge of and working experience of relevant legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions relating to the post; Proven knowledge and understanding of the following: Information Systems; Procurement and tendering processes; Policy Development, and Strategy Management, monitoring and review processes; Public Finance Management Act, National and Provincial Treasury Regulations, other financial policies, prescripts, directives, and collective agreements; Performance Management. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Numeracy; Accounting Finance and Audit; Information Technology; Formal Training; Economic, Statistical and Financial Analysis; Legal Administration; Strategic Planning.

DUTIES : Line management will include the following: Ensure effective budget administration in the Department; Manage effective departmental accounting services; Ensure sound internal control systems / practices; Render procurement and provisioning services; Render asset and logistical management services; Strategic Management; Change Management; People Management; Financial Management.

ENQUIRIES : Ms. M Moore Tel No: (021) 483 2826

OTHER POST

POST 34/329 : **ASSISTANT DIRECTOR: LAND TRANSPORT SAFETY OPERATIONS REF NO: MD 24/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Mobility Department, Western Cape Government
REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 project management experience in a Road Safety environment. Recommendation: Experience in the following: Supply chain management; compiling submissions; Research methodology; A valid (Code B or higher) driving licence; NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: NLTA, PFMA and various acts related to the post; Skills needed: Written and verbal communication; Planning and organising; Managing interpersonal conflict and resolving problems.

DUTIES : Project administration in terms of impoundment facilities, attend site meetings, review project plans, drafting of minutes and active participation on safety and compliance pilot projects; Identify, manage, and facilitate the research on transport safety related matters and development of databases; Document management, attending intergovernmental meetings (PRTMCC, RTMCC,); Assist in Implementation and roll-out of Safety Management Systems; Manage the budget of sub directorate, ensuring compliance of all payments and manage funding agreements with municipalities.

ENQUIRIES : Mr M Arendse Tel No: (021) 483 6463
NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

CLOSING DATE : 09 October 2023

DEPARTMENT OF THE PREMIER

APPLICATIONS : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

CLOSING DATE : 09 October 2023

NOTE : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

POST 34/330 : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DOTP 68/2023**

SALARY : R811 560 per annum (Level 11), all-inclusive salary package

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 5 years experience in an Internal Audit and Governance environment of which 3 years must be management level experience. Recommendation: Certified Internal Auditor (CIA)/Certified Information System Auditor (CISA); A valid code B driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Audit practices; Strategic planning and management; Engagement planning and execution; Reporting and progress monitoring; Control objectives for information and related frameworks (COBIT); Governance principles; Legislation, policies and procedures; Skills needed: Written and verbal communication; Analytical thinking; Teamwork; Compute assisted audit techniques (CAATs); Teammate audit software; Proven computer literacy (MS Office).

DUTIES : Develop risk based Rolling 3 year Strategic and 1 year operational ICT Internal Audit Plan including resource allocation; Develop an engagement work programme, ensuring qualitative engagement objectives and control adequacy assessment was conducted and advance mechanism to test control effectiveness were designed; Execute the engagement assignment reviewing the following: IT General control review Application control review; Information security assessments; Ensure quality on the entire audit process and delivery of the operation plans in line with stringent deadlines; Preparation and presentation of final report to executive management; Maintenance of good client relations and effective communication of audit results; Effective scheduling of staff and monitoring productivity levels; Manage client relations at Accounting Officer level and liaison with key stakeholders such as the Auditor General of South Africa.

ENQUIRIES : Ms A Behardien Tel No: (021) 483 0884/aneesa.behardien@westerncape.gov.za

POST 34/331 : **CHIEF NETWORK TECHNOLOGIST REF NO: DOTP 36/2023 R1**

SALARY : R424 104 per annum (Level 09)

CENTRE : Department of the Premier, Western Cape Government

REQUIREMENTS : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or equivalent); A minimum of 5 years' experience in information technology; A valid driving license (Code B or higher). Competencies: Knowledge of the following: Active Directory; Azure Active Directory; M365; Intune; AD Connect and Azure File Sync; Windows Server, DNS; DHCP; Certificate Management Services; Microsoft Solutions and services; How Networks are put together and operate. Skills needed: Planning and organising; Research; Project

- management; Decision making; Conflict management; Good customer service. Ability to analyse data and make decisions based on the outcomes of analysis.
- DUTIES** : Manage, secure, and maintain Active Directory Servers and Identity; Manage Conditional access policies and remove risks blocked via SSRP and MFA policies; Perform software updates and patch management; Manage, maintain, and configure AD Connect servers, RDS Servers, KMS Servers, Bastian Hosts, Azure File Sync and File Servers; Maintain DNS, DHCP, Sites and Services, Group Policies and managing File shares.
- ENQUIRIES** : Mr Q Julie Tel No: (021) 483 8466

DEPARTMENT OF SOCIAL DEVELOPMENT

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- NOTE** : Only applications submitted online at: www.westerncape.gov.za/jobs or <https://westerncapegov.erecruit.co>. will be accepted. Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

OTHER POSTS

- POST 34/332** : **ASSISTANT DIRECTOR: ICT COORDINATION REF NO: DSD 111/2023**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the information systems field; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Public Service legislation, including POPI, PAIA, PAJA; Relevant policies and prescripts relating to information systems, ICT and data governance; Information systems, ICT and data governance; Management and people management principles; Project management; Skills needed: Computer literacy; Planning and organising; Communication (written, verbal and liaison); Problem-solving; Facilitation and presentation; Analytical; Operational planning; Innovation; Diagnostic; Conceptual.
- DUTIES** : Provide support in the development of departmental policies to govern information systems; Coordinate and oversee user management services; Coordinate and oversee system support; Manage and oversee the governance of systems, including the change control board; Plan, manage and coordinate the disaster recovery plan for the department in of respect systems; Plan, manage and coordinate the development and implementation of departmental systems; People management.
- ENQUIRIES** : Mr GD Miller at Gavin.Miller@westerncape.gov.za
- POST 34/333** : **SOCIAL WORKER: SUBSTANCE ABUSE REF NO: DSD 110/2023**
- SALARY** : Grade 1: R294 411 – R338 712 per annum, (OSD as prescribed)
Grade 2: R359 520 – R410 289 per annum, (OSD as prescribed)
Grade 3: R432 348 – R500 715 per annum, (OSD as prescribed)
Grade 4: R530 010 – R647 325 per annum, (OSD as prescribed)
- CENTRE** : Department of Social Development, Western Cape Government
- REQUIREMENTS** : A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker: **Grade 1: No**

experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions.. Recommendation: A valid Code B (or higher) driving licence. Competencies: Knowledge of the following: Relevant legislation, policies and prescripts; Monitoring and evaluation processes; Sound interpersonal relations; Customer service orientation/diversity citizenship; Self-management and motivation; Written and verbal communication skills; Proven computer literacy.

DUTIES : Develop and review social work monitoring and evaluation service plans for the pre-funding assessment of organisations aimed at rendering substance abuse programmes; Management of relevant databases for the respective programmes; Develop and review monitoring tools to ensure adequate assessments of the effectiveness of substance abuse programmes; Manage the reporting and dissemination process of all reports for the substance abuse programme; Coordinate the submission of corrective development plans by organisation and monitor the compliance with regards to these plans.

ENQUIRIES : Ms F Isaacs Tel No: (021) 483 8442

POST 34/334 : **ADMINISTRATIVE SUPPORT OFFICER: SERVICE DELIVERY MANAGEMENT AND COORDINATION REF NO: DSD 113/2023**

SALARY : R294 321 per annum (Level 07)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : An appropriate 1-2 years post school qualification; A minimum of 3 years relevant experience; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant experience in rendering social welfare services. Competencies: Knowledge of the following: Provincial and national strategies to address sector development; Micro Economic Development Strategy; Relevant software packages & sound application of relevant computer programmes. (i.e. BAS); Relevant legislation/ policies/ prescripts and procedures; Basic financial administration; Draft documentation like submissions, letters; Sound organising, planning and time management skills (for example workshops, conferences, events); Diary management, travel itineraries, document flow in the office; Properly record minutes and decisions at meetings; Communication (written and verbal) skills; Run and maintain a record management system; Procure goods and services; Computer literacy; Work under pressure; Make sound judgments; Basic Research skills; Analyse documents and situations; Ability to access research sources; Function as a team member.

DUTIES : Render line administrative support services: Assist management support staff in all administrative duties; Co-ordinate monitoring and evaluation activities and maintain the relevant systems: Update and maintain the monitoring and evaluation systems for projects; Provide support to the chief directorate/directorate for supply chain management; Render advice and liaise with regard to administrative matters.

ENQUIRIES : Ms A van Reenen Tel No: (021) 483 3996

POST 34/335 : **CHILD AND YOUTH CARE WORKER: PROFESSIONAL SERVICES REF NO: DSD 112/2023**
 (Posts available at various facilities)

SALARY : Grade 1: R166 869 – R184 455 per annum, (OSD as prescribed)
 Grade 2: R194 808 – R217 410 per annum, (OSD as prescribed)
CENTRE : Department of Social Development, Western Cape Government
REQUIREMENTS : A Grade 12 qualification (Senior Certificate or equivalent qualification)
 Experience: **Grade 1:** No experience; **Grade 2:** Minimum of 10 years appropriate experience in Child and Youth Care Work after having obtained the required qualification. Recommendation: Relevant qualification that allows for registration with the South African Council for Social Service Professions (SACSSP); Registration with the SACSSP as a registered Child and Youth Care Worker. Competencies: Knowledge of the following: Developmental programmes; Clerical/ Administrative processes and procedures; Rules and

procedures of the care centre; Planning and organising skills; Ability to intervene and resolve conflict; Problem solving skills; Planning and organising skills; Conduct him/herself in a respectful manner when dealing with clients; Communication (written and verbal) skills; Proven computer literacy; Have the ability to work with children in conflict with the law.

DUTIES

: Receive children and youth to the care facility after admission; This would include the following actions: Engagement; Assessment / Plan of Action; Implementation of Developmental and Recreational Programs; Monitor and evaluation of developmental and recreational programs; Referral of professional services (e.g. appointment register, observation book, occurrence book); Enhance participation of the learners at the Facility in sport, recreation, arts and culture programmes and services; Continuous Professional Development; Perform administrative work and clerical functions as required.

ENQUIRIES

: Mr E Buys Tel No: (021) 986 9100 / Ms D Baugaard Tel No: (021) 826 5972 / Mr M Benting Tel No: (021) 931 0236