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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 38 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.

**INDEX
NATIONAL DEPARTMENTS**

NATIONAL DEPARTMENTS	ANNEXURE	PAGES
AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT	A	03 - 17
EMPLOYMENT AND LABOUR	B	18 - 19
HIGHER EDUCATION AND TRAINING	C	20 - 65
NATIONAL SCHOOL OF GOVERNMENT	D	66 - 69
NATIONAL TREASURY	E	70 - 71
PUBLIC SERVICE AND ADMINISTRATION	F	72 - 74
SPORT, ARTS AND CULTURE	G	75 - 81
WOMEN, YOUTH AND PERSONS WITH DISABILITIES	H	82 - 84

PROVINCIAL ADMINISTRATIONS

PROVINCIAL ADMINISTRATION	ANNEXURE	PAGES
FREE STATE	I	85
GAUTENG	J	86 - 101
KWAZULU NATAL	K	102 - 186
LIMPOPO	L	187 - 233
MPUMALANGA	M	234 - 237
WESTERN CAPE	N	238 - 244

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

<u>CLOSING DATE</u>	:	03 November 2023 at 16:00
<u>NOTE</u>	:	<p>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. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.</p>

MANAGEMENT ECHELON

<u>POST 38/01</u>	:	<u>CHIEF DIRECTOR: CLUSTER COORDINATION AND INTERGOVERNMENTAL RELATIONS REF NO: 3/2/1/2023/661</u> Chief Directorate: Cluster Coordination, Intergovernmental and Stakeholder Relations
<u>SALARY</u>	:	R1 371 558 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
<u>CENTRE REQUIREMENTS</u>	:	Gauteng (Pretoria) Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS), Grade 12 Certificate and a Bachelor's Degree or Advanced Diploma in Public Administration / Development Studies / Social Science / Political Science (NQF Level 7). Minimum of 5 years of experience at a senior managerial level. Proven leadership and management of government programmes experience. Stakeholder management and international relations experience. Coordinated and integrated planning, monitoring and reporting experience. Job related knowledge: Knowledge of Public Services, Cabinet and Parliamentary Systems. Government Coordinating Systems and Structures. Government programmes. Policies and legislation. Intergovernmental framework. Spheres of government and its powers and functions. National, provincial and local dynamics. Government planning systems and processes. Job related skills: Problem solving and decision-making skills. Coordination and stakeholder management skills. Conflict management skills. Managerial skills. Liaison at high level. Advanced computer skills. Communication skills (verbal and written). A valid driver's license.
<u>DUTIES</u>	:	Promote active collaboration between Minister and Departments with related mandates and functions. Provide support to the Department and coordinate the contribution of the Department in cluster work: Economic Sectors Investment and Infrastructure Development Cluster; Social Protection, Human development cluster; International relations and cooperation cluster. Coordinate departmental contribution to the compilation reports to the Cabinet Lekgotla. Act as a link between the Department and all clusters. Participate and contribute to cluster task teams. Provide secretariat services to the Inter-Ministerial Committee (IMC) on land reform and agriculture. Manage coordination of the implementation of the Programme of Action in line with the Minister Performance Agreement and reporting to Cabinet on progress made. Facilitate bottom-up integrated planning towards the development of the Programme of Action in line with the Ministers Performance agreement. Coordinate the contribution of the three spheres of government and the sector Departments towards the implementation of the Programme of Action. Monitor and report progress made in implementing the Programme of Action through relevant structures. Manage coordinating task teams and the Technical Implementation Forum. Facilitate coherent and integrated planning and implementation across spheres. Facilitate inter-sector and inter-sphere coordination and integration across the three spheres of government. Facilitate the development and the operationalization of the intergovernmental relations strategy. Provide support and guidance to the Department on intergovernmental relations and the implementation of the District Development Model in line with the departmental mandate. Support the Ministers. events where it concerns intergovernmental relations across the spheres. Manage the national intergovernmental relations fora (Ministers Technical Committee (Mintech) and Ministers and Members of the Executive Council (MINMEC)). Facilitate the development and implementation of Protocols / Memorandums of Understanding (MOUs) with sector Departments. Manage external and international stakeholder relations. Facilitate and promote stakeholder relations to effect cooperation and coordination between the Department and international stakeholders. Develop framework and guidelines to manage international stakeholder relations in equitable manner. Manage and promote departmental participation in international fora in line with departmental mandate. Monitor, facilitate and report on multi- and bi-lateral agreements. Liaise with the Department of International Relations and Cooperation. Mobilise, coordinate and manage external stakeholders to support the departmental mandate. Mobilise, coordinate and manage external stakeholders to support the departmental mandate.

<u>ENQUIRIES</u>	:	Ms AP Stevens Tel No: (012) 312 9667
<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>	:	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 38/02</u>	:	<u>DIRECTOR: ENTITY DEVELOPMENT REF NO: 3/2/1/2023/647</u> Office of The Chief Registrar of Deeds
<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</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	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 Project Management / Public Administration / Public Management / Business Administration (NQF Level 7). Minimum of 5 years of experience at middle / senior managerial level in project and programme management. A valid driver's license. Job related knowledge: Initiate and coordinate the implementation of strategic Branch projects to improve the ability to meet strategic outcomes and service delivery objectives exercising appropriate discretion to achieve required outcomes. Design, plan and allocate project / programme resources and manage outcomes performance. Develop and implement consistent corporate performance monitoring to focus on the delivery of Branch outcomes. Develop and implement a corporate and project governance framework and Entity Activity Process including planning, monitoring and reporting and ensuring that strategic priorities are accessed for risk and value through the application of governance principles and processes. Maintain, develop and implement a Corporate Governance Framework (CCF) to ensure high standards of accountability and the effective delivery of the Department's objectives and community value. Job related skills: Ability to create a high-performance culture. Project and programme management skills. Professional communication and cooperation skills are mandatory along with good inter-cultural capabilities. Conflict management and problem solving skills. Change management and excellent analytical skills. Strategic capability and leadership skills. Team leadership, customer focus and responsiveness skills. Presence to interact with senior management. Proficient in Microsoft tools and the ability to adapt to new tools as required.
<u>DUTIES</u>	:	Compile project and programme status reports and maintain the Project Management System / performance dashboards for the Entity. Set programme / project indicators of targets to be achieved. Measure and document progress, achievements and results of programme / project achievements. Maintain project document management and project management tools and system. Analyse and evaluate data collected to determine target achievement. Evaluate and measure the impact of the programme / project performance. Quality assures project performance dashboard for the Entity. Maintain the programme governance and model and projects management to ensure that the Department's statutory and regulatory obligations are met. Maintain project document management system. Develop and maintain programme / project performance information dashboard. Co-ordinate project audit action plans and reports. Co-ordinate programme and project risk assessment sessions. Co-ordinate reporting on audit findings for the Branch. Establish and manage operations effectively. Develop and monitor programme annual operational plan. Establish and coordinate project plans, schedules and budgets. Manage project / programme communication and stakeholders. Compile and be accountable for programme / project performance reports. Coordinate entity change management initiatives. Establish service provider protocols. Establish and manage an effective and efficient results-based programme management office. Manage and ensure adherence to the Entity's project management methodologies and tools. Standardize project and programme management best practices and processes. Manage and allocate resources effectively across all projects, by managing priorities based on timelines, budgets, human resources. Manage programme deliverables and outcomes.

- ENQUIRIES** : Ms. MSM Magoele at 076 240 7343 and Mr. R Saila at 082 372 6322
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria, 0002 or hand delivered during office hours 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.
- POST 38/03** : **DEPUTY REGISTRAR OF DEEDS: EXAMINATION AND SORTING AND DEEDS TRAINING REF NO: 3/2/1/2023/648 (X3 POSTS)**
Office of The Registrar of Deeds
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for the Senior Management Services (SMS).
- CENTRE** : Mpumalanga (Mbombela) Ref No: 3/2/1/2023/648 (X1 Post)
Gauteng (Johannesburg) Ref No: 3/2/1/2023/659 (X2 Posts)
- REQUIREMENTS** : Applicants must be in a possession of Nyukela (Pre-entry Certificate to the SMS) and a Grade 12 Certificate and a B Proc (NQF Level 7) / LLB (NQF Level 7) / B Uris (NQF Level 7) / Advance Diploma in Estate Planning and Administration (NQF Level 7) with Diploma in Deeds Registration Law. Minimum of 5 years' experience as Assistant Registrar of Deeds / Deeds Law Lecturer / Deputy Registrar of Deeds / Middle or Senior Managerial level in property conveyancing. Job related knowledge: Extensive knowledge of Registration of deeds processes and procedures, Interpretation of Statutes, Examination of Deeds, Research and information analysis, Human Resources prescripts, Project Management Principles and Tools, Court procedures, Supply chain management prescript and financial management. Job related skills: Computer skills. Communication skills. Organising skills. Problem solving skills. Interpersonal skills. Report writing skills. Presentation skills. Policy analyses and development. A valid driver's license.
- DUTIES** : Manage the process of examination and the registration of deeds and documents. Manage examination and register deeds in compliance with Deeds Registries Act of 1937 and Titles Act of 1986 as well as common, statutory and case law and recognized practices and procedures and Chief Registrar of Deeds directives. Analyse standards of examination and draft report to Registrar. Grant hearings to Conveyancers with regard to examination matters and make rulings. Provide Rural Development Support pertaining to the registration matters. Advise the Courts on request regarding the feasibility of the applications. Comment on Draft Bills and Chief Registrars Circulars regarding land registration and related matters. Oversee the execution process. Approve requests for late and expedited executions and for final black-booking. Oversee conveyancing problems encountered on deeds and give guidance. Oversee execution register of Conveyancers. Oversee the sorting and distribution of deeds. Oversee the workload, workflow, processes and standards and implement corrective measures to prevent and address backlogs / challenges. Manage the turnaround times for deeds to be made available from lodgement to execution. Oversee statistics, exception reports and implement corrective measures. Approve request for withdrawal of deeds. Oversee the update of procedure manual. Manage deeds training and development and library services. Manage the Practice Committee / Examiner Forum and issue circulars. Manage implementation of deeds training and examination development plan. Oversee library services.
- ENQUIRIES** : Ms. MSM Magoele at 076 240 7343 and Mr. R Saila at 082 372 6322
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X918, Pretoria, 0002 or hand delivered during office hours 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 38/04** : **DEPUTY DIRECTOR: SYSTEM DEVELOPMENT REF NO: 3/2/1/2023/664**
Directorate: Information Communication Technology (ICT) Solution Development
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package to be structured in accordance with the rules for MMS).
- CENTRE** : Gauteng (Pretoria)
- REQUIREMENTS** : Applicant must be in possession of Grade 12 Certificate and a National Diploma in Information Technology (IT) / Software Development. Minimum of 3 years junior management experience in software development including the following: Software Development Java, Java 2 Platform Enterprise Edition (J2EE), HyperText Markup Language (HTML), Java Server Pages (JSP) / JavaScript / Extensible Markup Language (XML) / Simple Object Access Protocol (SOAP), Microsoft C#, Active Server Pages Network Enabled Technologies (ASP.net), SharePoint, Customer Relationship Management (CRM) and etc. Structured query language (SQL) programming experience (Oracle stored procedures, SQL etc) is required. Entity relationship design / data modelling. System specification and design. Configuration and implementation of Application Servers. Performance management of developers and systems analyst. Management of contractors and their work. Technical advisor on applications matters for the Department. Job related knowledge: Object Oriented (OO) programming techniques. Distributed systems designs. Extensible Markup Language (XML). Software Development Methodologies. Rich Internet Application (RIA). Unified Modelling Language (UML). Database Design. Project Management (Prince2, Project Management Body of Knowledge (PMBOK). Computer Objectives for Information and Related Technologies (COBIT). Open Group Architecture Framework (TOGAF). Job related skills: Java, J2EE, HTML, JSP / JavaScript / XML SOAP, Adobe Flex, Java FX (special effects in the Java language) / AJAX (asynchronous JavaScript and XML), Oracle / MySQL, J2EE Application Servers (Configuration and implementation thereof) and Microsoft related technologies (C#, .Net 4.0, ASP.NET, JQuery, Microsoft BI, HTML, Cascading Style Sheets (CSS), SQL Server 2008). Facilitation skills. Presentation skills. Planning, designing and organising skills. Communication skills (verbal and written). Project management skills. Analytical skills. A valid driver's licence.
- DUTIES** : Manage development, enhancement and maintenance of new solutions. Review and advise on work produced by system analysis as per the user requirements specifications. Database planning and design from rough ideas (conceptual design). Writing of codes, modification of existing codes developed either in-house or by software vendors, debugs programs, develop test data and verifies output solutions to address user needs. Testing and quality assurance of solutions developed and enhanced. Deployment and post implementation of the applications. Documentations are delivered and quality assured as per deliverables on Software Development Life Cycle (SDLC) methodology. Application integrations, applications performance issues and security related matters. Appropriateness on the system architecture design and specification for servers. Develop Solution Design Documents (Technical and Functional Specifications). Provide technical expertise and thought leadership. Provide technical expertise to Business, IT and staff supervised and resolves problems as escalated. Advise on best IT practice in relation to application development. Ensure weekly, monthly, quarterly and yearly management, planning and reporting in the unit. Manages daily operations of development unit. Manages, maintain and monitors project plans and timelines on tasks assigned. Develop work plans and evaluates projects progress in relation to development unit activities. Assigns and monitors application development projects to staff. Conduct research on solutions required. Conducts research and analysis on new trends in line with application development environment requirements.
- ENQUIRIES** : Ms P Lekgau Tel No: (012) 312 8769
- 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** : Coloured and Indian Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

- POST 38/05** : **ASSISTANT DIRECTOR: FOOD SECURITY REF NO: 3/2/1/2023/670**
Directorate: Subsistence Farming
- SALARY** : R527 298 per annum (Level 10)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree (NQF Level 6) in Agriculture / Rural Development. Minimum of 3 years relevant experience in Agriculture, Food Security, Developmental research. Job related knowledge: Knowledge of food security policy strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Communication skills (verbal and written). Facilitation skills. Project management skills. Planning and organising skills. Initiative skills. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report-writing skills. A valid driver's license. Extended working hours.
- DUTIES** : Coordinate and strengthen the collaborations for the implementation of support and development of subsistence producers. Participate in provincial and local forums dealing with agriculture and food security programmes to provide guidelines in the development, planning and implementation of food security programs / interventions. Coordinate and support the development and implementation of food security programmes / interventions. Strengthen provincial and local level capabilities to plan and implement food security programmes and campaigns. Liaise with relevant technical stakeholders inter and intra departmental: Planning and implementation of the Directorate: Subsistence Farming Food security events and support Ministerial events in the Department. Undertake research and feasibility studies towards implementation of food security programmes and improvement of production methods. Monitor the progress of support of subsistence producers. Monitor progress (scale, reach, sustainability, income generation, food diversification) of subsistence producers funded through agricultural programmes of the department. Facilitate impact analysis on implemented production methods for food security projects. Continuous profiling and analysis of subsistence producers and provide information for reporting. Maintain database of subsistence producers. Ensure inclusion of project and programme information into database. Collect, collate and verify information of subsistence producers. Update existing subsistence producer data / information. Guide provinces with establishment of subsistence farming / producer database. Coordination food security and subsistence farming research. Undertake feasibility studies to identify sites to implement food security projects. Initiate innovative research towards development and improvement of subsistence producers. Prepare project proposals for funding of subsistence producers and food security programmes. Conduct production methods trials. Conduct pilot projects to determine appropriate production systems, approach and structures in implementing food security programmes / interventions. Initiate cases studies, presentations and any other task assigned by management. Staff supervision. Allocation and ensure quality of work. Ensure capacity and development of staff. Ensure proper utilization of equipment. Assess staff performance. Apply discipline.
- ENQUIRIES** : Mr QE Nyoka Tel No: (012) 312 9917
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 38/06** : **PROJECT COORDINATOR: TENURE REFORM IMPLEMENTATION REF NO: 3/2/1/2023/674**
Directorate: District Office
- SALARY** : R527 298 per annum (Level 10)
CENTRE : Western Cape (West Cost District / Clanwilliam)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma (NQF 6) in Humanities / Social Science / Legal Qualification. Minimum of 3 years' experience in the relevant field. Job related knowledge: Thorough knowledge of land tenure security matters. Relevant tenure

legislation and policies. Strategic planning. Human resource management. Financial management. Supply chain management. Knowledge of economics. Job related skills: Communication skills (verbal and written). Negotiation and conflict resolution skills. Strategic management skills and leadership skills. Project management skills. Networking skills. Team management skills. Customer and client focus. Statistical forecasting. A valid driver's license and willingness to travel.

DUTIES : Implement communal land tenure projects. Initiate awareness and capacity building on communal land management and relevant laws to stakeholders. Liaise and provide support to land rights management structures by providing legal protection and awareness. Facilitate and mediate in case of land rights violation and disputes on communal land in terms of relevant legislation. Conduct the implementation of the communal tenure upgrade programme. Implementation of land rights projects. Respond to queries on land rights projects. Provide support to rights management structures by providing legal protection and awareness. Facilitate land rights mediation and adjudication processes. Conduct the implementation of the land rights upgrade programmes. Provide support to Land Rights Management Facility. Implement the establishment and support of communal property entities. Initiate the establishment and implementation of Communal Property Association (CPA). Maintain the database of CPA's and similar entities. Conduct awareness on CPA activities. Perform investigation and intervene on the affairs and activities of registered CPA's. Engage in the mediation and dispute resolution proceedings of CPA's. Provide supervisory support in the implementation of land tenure projects. Implement provincial implementation plan on tenure projects. Conduct stakeholder relation services. Represent and present the Directorate at various fora. Facilitate CPAs compliance legislation. Attend to external and internal audits. Implement of action plan. Implement risk and audit action plan. Compile reports.

ENQUIRIES : Ms T Xaso Tel No: (021) 409 0300

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

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

POST 38/07 : **ASSISTANT DIRECTOR: SAFETY AND SECURITY REF NO: 3/2/1/2023/666**
Directorate: Corporate Services

SALARY : R424 104 per annum (Level 09)

CENTRE : Western Cape (Cape Town)

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Security Management / Policing (NQF Level 6). Private Security Industry Regulatory Authority (PSIRA) registration Grade A. Minimum of 3 years' experience at supervisory level in security environment. Job related knowledge: A broad knowledge of Minimum Information of Security Standards (MISS). A sound knowledge and understanding of the South African Security Landscape and Operations. Job related skills: Planning and organisational skills. Communication skills (verbal and written). Interpersonal relations. Analytical skills. Problem solving skills. Language skills. Report writing skills. Ability to work under pressure as well as the willingness to work irregular hours. A valid driver's licence. Ability to travelling extensively and work within a team.

DUTIES : Manage safety and security at special events. Plan safety and security as per the Standard Operating Procedures (SOP) for events and in line with the Safety at Sport and Recreation Events Act (SASREA). Open event file. Liaise with security cluster stakeholders for coordination of Section 4 planning meetings. Attend internal planning meetings. Conduct a security appraisal on event venues. Determine and monitor security procedures and protocols for events. Ensure security manpower for event is in place and deployed accordingly. Prepare and submit security operational plan for the event. Monitor the event and submit feedback report. Coordinate cluster engagement for events classification and support. Coordinate and promote safety and security (in terms of MPSS and MISS) in the province. Conduct security inspections of all offices in the province and ensure that security inspections are conducted by subordinates. Conduct monthly meetings with security

guarding service providers. Submit minutes of monthly meetings to local and national office. Conduct Threat and Risk Assessment at all offices and on state land. Attend action plan meetings after threat and risk assessment reports are submitted. Conduct key audits at offices to ensure compliance with the Key Control Procedures. Monitor key custodian in the province by conducting inspections at offices. Conduct inspections on electronic security systems. Report all defects to the service provider. Monitor maintenance and service report against scope of work. Visit the incident scene and inform the Sub-Directorate: Special Investigations at National Office. Open an investigation file within a day after the case has been reported. Conduct the investigation and submit investigation report within 14 days of receiving all the evidence. Conduct investigation and submit report within 14 days of receiving all the evidence. Conduct information security audits and ensure that investigations are conducted. Prepare an information security audit report. Ensure follow up action plan meetings are convened by Directorates. Prepare and conduct security awareness to clients within the province. Monitor vetting procedures and conduct pre-employment screening. Ensure that Z204 vetting forms are issued and database updated. Ensure that the Z204 forms are collected, quality assured and database updated. Ensure that the security vetting is submitted to National Office within 3 days of receiving the document. Administer the pre-employment screening process by manually or electronically taking fingerprints and submitting all relevant information to the Screening Unit. Update the provincial screening register. Provide Human Resource Management relevant recruiting Director with the screening reports. Promote corporate culture of health and safety in the province through enforcing Occupational Health and Safety (OHS) policy and procedures. Ensure the functioning of OHS committees by attending meetings, ensuring that OHS audits are conducted and all OHS incidents are investigated. Ensure comprehensive incident investigation reports are compiled with recommendations and submitted to National Office. Participate in emergency planning meetings and emergency drills at offices. Support the supervision of OHS Unit and committees.

- ENQUIRIES** :
- APPLICATIONS** : Mr D Kuhn Tel No: (021) 409 0300
Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001.
- NOTE** : African and Indian Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 38/08** : **SENIOR ADMINISTRATIVE OFFICER REF NO: 3/2/1/2023/663**
Chief Directorate: Internal Audit
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma Public Administration / Public Management / Business Administration / Business Management. Minimum of 2 years' experience in an administrative environment. Job related knowledge: Public Service Regulations. Financial procedures. Treasury Regulations. Basic Accounting System (BAS). Job related skills: Computer literacy. Interpersonal skills. Organising and planning skills. Communication (verbal and written). Analytical skills. Problem solving skills. Financial management skills. Report writing skills. A valid driver's licence. Work under pressure and within a team. Willingness to work extra hours.
- DUTIES** : Provide financial management services. Facilitates, plan, oversee, drive the timely and accurate preparation of the annual budget in line with Public Finance Management Act (PFMA), Treasury Regulations Strategic priorities weekly / monthly / quarterly. Compile Demand Management Plan (DMP), Medium Term Expenditure Framework (MTEF), Adjustment Estimates and Estimated National Expenditure (ENE). Oversee effective, efficient and economical utilisation of funds. Document and communicate procedures for accessing and shifting of funds. Coordinate budgeting, audit and financial functions. Verify transport, subsistence, sundry and overtime payment. Administer the procurement of goods and services. Compile, manage and maintain the Demand Management Plan. Facilitate Supply Chain Management Services. Facilitate monthly, quarterly and annual reporting on Supply Chain Management related matters. Control over safekeeping,

utilisation and maintenance of all assets. Ensure proper administration of sourcing and evaluation of quotations. Capture and authorise of goods / services on Logistical Information System (LOGIS). Handle queries from internal and external clients relating to supply chain matters. Render general office support services. Supervise, motivate and develop staff through individual performance agreements. Provide assistance in the developing / reviewing of operational plan. Compile various submissions / memoranda and responses. Attend to queries from internal audit. Administer leave forms / attend to queries. Make travel / conference bookings and confirmations. Provide secretariat services. Check draft minutes for accuracy against recording or notes. Administer asset. Maintain asset register. Liaise with asset unit during asset verification. Manage outgoing and on-going assets. Allocate equipment to officials.

ENQUIRIES : Mr ME Rammutla Tel No: (012) 312 9840
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 38/09 : **AGRARIAN REFORM SPECIALIST REF NO: 3/2/1/2023/669**
 Directorate: Subsistence Farming

SALARY : R359 517 per annum (Level 08)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma / Degree (NQF Level 6) in Agriculture / Rural Development. Minimum of 2 years relevant experience in agriculture / food security / developmental research. Job related knowledge: Knowledge of food security policies, strategies and programmes. Public Finance Management Act (PFMA). Project management. Job related skills: Communication skills (verbal and written). Facilitation skills. Project management skills. Planning and organising skills. Initiative skills. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report-writing skills. A valid driver's licence. Extended working hours.

DUTIES : Facilitate the design of programmes for food security and subsistence producers. Coordinate the identification and design of programmes for food security and subsistence producers across the country. Conduct needs analysis for food security programmes and subsistence producers across the country. Coordinate the implementation of food security and subsistence producers' programmes. Interact with provinces, districts, and local municipalities towards implementation of food security and subsistence producers' programmes. Provide advisory services on food security programmes and subsistence producers' programmes. Facilitate the implementation of food security policies and frameworks for subsistence producers. Monitor and evaluate food security programmes in the provinces. Monitor the progress of subsistence producers funded by the departmental and other programmes. Ensure the alignment of departmental plans and programmes / projects in the provinces. Identify risk and challenges in the implementation of food security and subsistence producers' support. Provide inputs in the development of guidelines for food security and subsistence farmer's programmes.

ENQUIRIES : Mr QE Nyoka Tel No: (012) 312 9917
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 38/10 : **FOOD SECURITY OFFICER REF NO: 3/2/1/2023/668**
 Directorate: Subsistence Farming

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

<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and Degree / National Diploma (NQF Level 6) in Agriculture / Rural Development / Social Statistics / Geographic Information Systems (GIS). Minimum of 2 years relevant experience in agriculture, rural development, food security, socio-economic and developmental issues as well as knowledge and experience in research approaches, methods and tools. Experience in drafting and editing reports. Experience in ArcGIS software and relevant computer training on analysis tools such as Statistical Package for the Social Sciences (SPSS) and GIS Training. Job related knowledge: Knowledge on food security strategies and programmes. Knowledge of public service and departmental prescripts / policies. Knowledge of food insecurity and vulnerability analysis methodologies, tools and information systems. Experience in engagement on international platforms that deal with food security issues. Working knowledge and understanding information management systems. Job related skills: Communication skills (verbal and written). Facilitation skills. Project management skills. Planning skills. Initiative skills. Interpersonal skills. Problem-solving abilities. Interpretation of findings. Analytical skills. Computer literacy. Report-writing skills. Extended working hours.
<u>DUTIES</u>	:	Conduct food insecurity and vulnerability assessments, measurement and monitoring of indicators for food and nutrition security in the country. Identify and continuously review indicators that should be used in monitoring food security and vulnerability in the Republic of South Africa. Contribute in the design and implementation of vulnerability assessment, measuring and monitoring of food and nutrition security indicators. Identify and liaise with institutions that are involved in food insecurity and vulnerability assessment for research collaboration. Liaise with relevant stakeholders to ensure harmonisation of food and nutrition security indicators and methodologies for food insecurity and vulnerability assessment. Provide technical assistance in the design, support and maintenance of the food security and vulnerability early warning information systems. Support institutional structures to develop, maintain and update the food security information systems. Collect information on the main risks and shocks involved in worsening people's vulnerability and food security. Provide support in the decentralisation of early warning platforms at provincial and local level. Provide technical support in the mapping of geographic information on livelihoods, vulnerability, food security phase classifications etc. Conduct and continuously update the livelihoods-based food security and vulnerability analysis. Coordinate the day-to-day technical activities of the South African Vulnerability Assessment Committee (SAVAC) for informed policy decisions and designs of food and nutrition security programmes. Conduct primary data collection, analysis and interpretation for food security continuous vulnerability assessment activities. Compile and distribute the periodic food security status reports. Provide support in the decentralisation of food security and vulnerability assessment activities at provincial and local level.
<u>ENQUIRIES</u>	:	Ms TR Dlamini Tel No: (012) 312 9916
<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>	:	African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
<u>POST 38/11</u>	:	<u>SENIOR COMMUNICATION OFFICER REF NO: 3/2/1/2023/671</u> Chief Directorate: Restitution Management Support
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	Gauteng (Pretoria)
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and National Diploma / Bachelor's Degree in Communications / Journalism / Media Studies. Minimum of 2 years in the communication environment. Documentable, hands on experience in media liaison and production and publication of written material in corporate publications and the mass media. Job related knowledge: A broad knowledge of the Government and Provincial communication environment including Government Policies and key priorities. A sound knowledge and understanding of the South African media landscape and operations. General knowledge of current affairs. Job related skills: Computer skills. Good communication skills (verbal and written). Research

and interviewing skills. Analytical skills. Interpersonal relations. Problem solving skills. A valid driver's licence. Ability to process Information and willingness to travel extensively and work outside office hours. Ability to work under pressure and within a team.

DUTIES

: Render media liaison and surveillance for the Commission on Restitution of Land Rights. Establish and maintain an up to date comprehensive media database. Render support in the development and execution of media strategy and implementation plan for the Commission on Restitution of Land Rights. Render support for the preparation and distribution of media invitations, media statements and opinion pieces to generate positive publicity for the Commission on Restitution of Land Rights. Render support for the mobilisation of media attendance and participation during the Commission of Land Rights events. Render support to the coordination of media tours, media briefing sessions and media interviews to promote positive publicity on the Commission on Restitution of Land Rights activities. Keep track of daily media coverage of Commission on Restitution of Land Rights issues and facilitate appropriate intervention where necessary. Facilitate responses to media enquiries in consultation with relevant managers within the Commission. Profile the Restitution programme and activities through articles in corporate publications and the mass media. Research and write articles and opinion pieces to profile Restitution programme and activities through the internal and external departmental publications and the mass media. Generate own story ideas and interview key stakeholders to produce good quality articles profiling the Restitution programme. Render support for content development and production of communication and marketing related information for the Commission on Restitution of Land Rights. Identify needs for communication and marketing related information material for the Commission and facilitate the production of the material, in consultation with relevant stakeholders. Draft content for communication and marketing related information material for the Commission, for approval and design off by the relevant manager. Coordinate the development of fact sheets and frequently asked questions and answers for the Restitution programme and activities. Co-ordinate online and social media activities for the Commission on Restitution of Land Rights. Oversee the uploading for quality content of the Commissions webpage. Render support for content development for social media platforms. Maintain up to date activity on social media platforms through daily posts / tweets. Daily monitor client's activity and facilitate appropriate intervention and feedback. Build and maintain client relationships for the Commission on Restitution of Land Rights. Support In the development and execution of stakeholder engagement strategy and implementation plan for the Commission on Restitution of Land Rights. Render support for the preparation and distribution of stakeholder invitations, information sessions and district-based stakeholder engagement sessions for information sharing for the Commission on Restitution of Land Rights. Render support for walk-in clients and information sessions in the Commission. Attend inter-governmental plenary session nationally and provincially. Administer client database for the Commission on Restitution of Land Rights. Establish and maintain an up-to-date comprehensive stakeholder database. Update client database of the Commission on Restitution of Land Rights issues, on a regular basis. Administer communication for internal and external stakeholders in the Office of the Chef Land Claims Commissioner. Distribute information through emails and notice boards to staff members for updates. Render support for the distribution of letters and SMSs to beneficiaries for progress and update on their land claims. Oversee the observation of national calendar days of significance and staff internal events In the Office of the Chief Land Claims Commissioner. Coordinate infernal events to observe the national calendars of significance. Render support in celebration of staff internal celebrations. Render support on events management in Restitution land handovers and financial compensation handover events. Render support on the coordination of land handover celebrations / events to celebrate redress and return of ancestral land to the rightful owners (e.g. Presidential, Ministerial and Provincial handover events). Assist on logistical arrangement in preparation of the Restitution events for it to be successful. Render support on identification of key stakeholders and project plan / communication plans. Provincial liaison to coordinate communication information for the Commission on Restitution of Land Rights. Liaison with provincial Regional Land Claims Commissioners, communicators and project managers for Restitution project and information.

Coordinate content and projects information to be used for communication reports and commission publications. Render support for corporate brand communication services. Render support for the procurement of Commission on Restitution of Land Rights branding material for the organisation visibility. Ensure that documents and promotional material comply with the Commission on Restitution of Land Rights corporate identity manual. Guard against the improper use of the commission corporate logo and colours. Manage the coordination of approvals, product production to delivery of final product. Render support on marketing of the Commission.

ENQUIRIES : Ms Z Phakedi Tel No: (012) 407 4449
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 38/12 : **SENIOR PROJECT OFFICER: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2023/667**
 Directorate: Operational Management

SALARY : R359 517 per annum (Level 08)
CENTRE : Limpopo (Polokwane)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and a National Diploma / Bachelor's Degree in the field of Law / Agriculture / Development Studies / Social Science. Minimum of 2 years' experience in Land Restitution environment. Job related knowledge: Knowledge of Restitution of Land Rights Act, Knowledge of Land Reform, Knowledge of Rural Development. Development management including strategic management. Research methods and techniques. Understanding and interpret business plan. Job related skills: Sound communication skills (verbal and written). Negotiation skills. Excellent report writing skills. Initiative, ability to take responsibility and meet deadlines. Computer literacy. Ability to produce report. Ability to facilitate community meetings. Project management skills. Good networking skills. Ability to draft terms of reference for service providers. Ability to manage consultants. Willingness to travel, to spend extended periods in the field and work irregular hours. Ability to work under pressure. A valid driver's licence.

DUTIES : Investigate and validate restitution claims. Gather oral and documentary evidence. Compile research reports and gazette land claims. Verify the beneficiaries of lodged claims. Compile family tree and gather supporting documents. Compile verification reports. Negotiate the settlement of claims. Conduct options from the claimants. Conduct resolutions of the claims. Prepare Terms of Reference for valuation and Office of the Valuer-General (OVG) recommendations. Compile spreadsheet for valuations. Conduct deeds research for properties. Facilitate the finalisations of lodged claims. Compile offers from OVG recommendations. Compile Section 42D on approved offers. Engage with stakeholders and manage land claim enquiries. Respond to all enquiries (Ministerial, Chief Director, Director-General, Chief Land Claims Commissioner, Premier). Respond to Presidentials.

ENQUIRIES : Ms L Tswale Tel No: (015) 495 1937
APPLICATIONS : Application can be submitted by post, Private Bag X 9312, Polokwane, 0700, or hand delivered during office hours to: 61 Biccard Street, Polokwane, 0700.

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

POST 38/13 : **ADMINISTRATION CLERK REF NO: 3/2/1/2023/662**
 Directorate: Plant Production

SALARY : R202 233 per annum (Level 05)
CENTRE : Gauteng (Pretoria)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: 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 APPLICATIONS** : Mr K Petje Tel No: (012) 319 6227
- NOTE** : 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 38/14** : African, Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- ADMINISTRATION CLERK REF NO: 3/2/1/2023/672**
Directorate: Property Management
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)
: Eastern Cape (East London)
: 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 APPLICATIONS** : 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 to Corner Moore Coutts Street, Ocean Terrace View, Block H, Quigney, East London, 5200

- NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 38/15** : **REGISTRY CLERK REF NO: 3/2/1/2023/665**
Directorate: Quality Assurance and Administration
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Western Cape (Cape Town)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Ms F Williams Tel No: (021) 409 0300
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray, 7710 or hand delivered during office hours to: 14 Long Street, 5th Floor, Cape Town, 8001
- NOTE** : African and White Males and African, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 38/16** : **REGISTRY CLERK REF NO: 3/2/1/2023/673**
Directorate: Corporate Services
- SALARY** : R202 233 per annum (Level 05)
CENTRE : Eastern Cape (East London)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Knowledge of registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Job related skills: Planning and organisation skills, Computer literacy, Language skills and Communication skills (verbal and written). Interpersonal relations. Flexibility and work within a team.
- DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive, sort, register and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service. Opening and close files according to record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to the Post Office. Open and

maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES
APPLICATIONS

: 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 to Corner Moore Coutts Street, Ocean Terrace View, Block H,
Quigney, East London, 5200

NOTE

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

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	03 November 2023 at 16:00
<u>NOTE</u>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 38/17</u>	:	<u>OHS INSPECTOR REF NO: HR4/4/5/61</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Kokstad
<u>REQUIREMENTS</u>	:	Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e Environmental Health. Valid driver's License. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.
<u>DUTIES</u>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct

advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr S. Ngqoza Tel No: (039) 727 2140
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad.
FOR ATTENTION : Sub-directorate: Human Resources Management, Kokstad Labour Centre: Kwa-Zulu Natal

POST 38/18 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/66**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Ulundi
REQUIREMENTS : Three (3) year qualification in Business Administration/Management, Public Administration Management and Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Service Act, Public Service Regulations and Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation and Analytical.

DUTIES : Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injuries and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.

ENQUIRIES : Mr T Nkosi Tel No: (035) 879 8800
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi.
FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi

POST 38/19 : **EMPLOYER SERVICES PRACTITIONER 2: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/64**

SALARY : R359 517 per annum (Level 08), (all inclusive)
CENTRE : KZN Ladysmith
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a Three (3) year relevant qualification in Social Science/ Public Administration. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Ms L Radebe Tel No: (036) 638 1900
APPLICATIONS : Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith.
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : DHET invites applicants to apply online on the New Z83 form by accessing the Departmental Website (click the 'apply now' button) or <http://z83.ngnscan.co.za/apply> and follow the easy prompts/instructions. Upload the supporting documents namely, (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document, valid driver's licence, and any other document (where required).
- CLOSING DATE** : 24 November 2023
- NOTE** : A fully completed and signed Z83 form and a detailed Curriculum Vitae will be considered. A user guide and 'how to' videos will assist in how to compete for the form and digital signature. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for the SMS position is the Pre-entry Certificate. No appointment will occur without successfully completing the pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests, and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification, and previous employment verification). Applications received after the closing date will not be considered. "DHET is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity in terms of (race, gender, and disability) in the organisation. Women and people living with disability will receive preference in all DHET posts".

MANAGEMENT ECHELON

- POST 38/20** : **CHIEF FINANCIAL OFFICER (DEPUTY DIRECTOR-GENERAL LEVEL)**
REF NO: DHET01/10/2023
Branch: Chief Financial Office
- SALARY** : R1 663 581 per annum (Leve 15), (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Finance/Accounting or related qualification as recognized by SAQA. A postgraduate qualification at NQF level 8 in the field of Finance or Management Accounting. Admission as a Chartered Accountant (South Africa) will serve as a distinct advantage. A minimum of eight (8) to ten (10) years' of experience at the senior management level, coupled with extensive management experience in the field of financial management covering Accounting, Budgeting Reporting, Asset Management, and Supply Chain Management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and relevant government policies regulating financial management in government: Generally Recognized Audit Practices (GRAP); and Preferential Procurement Policy Framework (PPPFA). Willingness to work irregular hours and travel extensively. A valid driver's licence. Competencies: Excellent knowledge of financial management; contract management, supply chain management systems, and budgeting principles; Expert knowledge of Basic Accounting Systems, PERSAL, the Medium-Term Expenditure Framework (MTEF) process, procedures, and controls within the private and public sectors. Good understanding of macroeconomic policies and strategies affecting the operation of the public and private entities (including monetary, fiscal, trade protocols, agreements, and micro-economic reform strategy).

Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting (including principles of GRAP/MCS), management accounting, cost accounting, internal controls, internal and external audit, information systems, and Supply Chain Management. Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa. Acumen and experience in managing and interacting with key stakeholders at the senior level; proven strategic and leadership capabilities, programme and project management, and people management and empowerment; well-developed research and development methodologies. Skills: excellent communication skills (written and verbal). Client orientation and customer focus, honesty and integrity, and time management skills. Excellent project management, problem-solving, report writing, computer and analytic skills are key to this post.

DUTIES

: The successful candidate will oversee effective, integrated financial services and supply chain management systems within the Department in accordance with the PFMA, Treasury Regulations, and other finance-related prescripts; provide strategic support and guidance to the Accounting Officer (Director-General) and Programme Managers (Deputy Directors-General). Manage and facilitate the provision of financial management services. Develop, implement, and monitor financial services and procurement-related policies and procedures. Oversee and lead in the development and monitoring of the implementation of finance policies and procedures in order to ensure compliance and promote sound financial management. Establishing and maintaining appropriate systems (analytical tools, information systems, and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Oversee and lead the budgeting process in compliance with the National Treasury guidelines and monitor the utilization of budgets within the Department. Oversee the provision of logistics and facilities in ensuring the optimal utilization of fixed and movable assets. Ensuring proper management of the assets (including the safeguarding and the maintenance thereof) and the liabilities of the Department. The provision of an effective and efficient Supply Chain Management service within the Department. Monitor the provision of Supply Chain Management and assets management services. Settling all contractual obligations and paying all money owing, including inter-governmental claims, within the prescribed or agreed period. Manage and monitor the provision of financial services and salary administration. Ensure that the expenditure of the Department is in accordance with the Budget Vote of the Department and the main divisions within the Vote. Manage and minimise the Department's risk exposure by maintaining effective systems and internal controls. Manage and monitor the public entities' compliance oversight. Prepare management account reports including financial reports and quarterly reports. Formulating creative solutions to enhance cost-effectiveness and efficiency in the delivery and administration of services. Advise the Accounting Officer on matters that have strategic and financial implications and provide consultative support to planning initiatives through financial and management information analysis, reports, and recommendations. Coordinating the MTEF and Estimate of National Expenditure processes in respect of the Department. Liaising with the relevant role-players in the financial environment regarding transversal financial matters. Liaising with external auditors and attending to audit queries. Management of financial and human resources within the Finance Chief Directorate in line with relevant legislation in order to reach the strategic objectives of the Department of Higher Education and Training.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/21

: **DIRECTOR: EXECUTIVE SUPPORT AND ADMINISTRATION SERVICES**
REF NO: DHET02/10/2023
 Branch: Office of the Director-General
 Chief Directorate: Executive Support and Coordination
 (This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE

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

- REQUIREMENTS** : An appropriate bachelor's degree/ advanced diploma (NQF Level 7) in Public/Business administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of work experience in administration and/or management-related environments with at least five (5) years of experience at the Middle Management level. Excellent knowledge of the legislative and policy context of the higher education system is required. Sound Knowledge of Records Management. Strategic planning and leadership skills. Good knowledge and understanding of Public Finance Management (PFMA), Supply Chain Management, and Human Resources Management. Strategic planning and leadership skills. Excellent written and verbal communication skills. Excellent working knowledge of the MS Office Suite, and organisational, administrative, and information management skills are key requirements. A valid driver's licence.
- DUTIES** : The scope of this position will include but not be limited to providing efficient and cost-effective administration, communications, and logistic services to the Director-General. Oversee and coordinate the administrative staff and provide overall administrative support to the Director-General. Provide efficient and effective secretarial service to internal meetings of the Director-General. Monitor, track, and coordinate decisions taken at the meetings. Maintain effective database systems for minutes and resolutions. Develop systems and procedures to ensure effective and efficient management of the flow of documents to and from the Office of the Director-General. Manage the budget, procurement of goods and services, and inventory of the Office of the Director-General. Compile submissions, memoranda, reports, and letters. Manage the staff and administration function in the Executive Support and Administration Services Directorate to ensure the efficient attainment of objectives.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/22** : **DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (X4 POSTS)**
Branch: Technical and Vocational Education and Training
(These posts are being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: These posts are based in Regional Offices:
Mpumalanga/North-West Regional Office Ref No: DHET03/10/2023
Eastern Cape Regional Office Ref No: DHET04/10/2023
Limpopo Regional Office Ref No: DHET05/10/2023
Western/Northern Cape Regional Office Ref No: DHET06/10/2023
- REQUIREMENTS** : An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or a related qualification. A relevant postgraduate degree in Education (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years of experience in the Post-School Education and Training sector with at least of five (5) of years proven experience at the Middle Management level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's licence is essential.
- DUTIES** : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (councils, SRCs, Academic Boards and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges.

- Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/23** : **DIRECTOR: TVET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET07/10/2023**
Branch: Technical and Vocational Education and Training
Component: Mpumalanga/ North-West Regional Office
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRES REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Standerton
: An appropriate bachelor's degree/Advanced Diploma (NQF level 7) in Education or related qualification. A postgraduate degree in Education (NQF level 8) will be an added advantage. A minimum of five (5) to ten (10) years of experience in the Post-School Education and Training sector. Five (5) of years proven experience at the Middle Management level. Consideration will be given to candidates with proven management experience working in Community Education and Training (CET) and Technical and Vocational Education and Training (TVET) environments. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector will be an added advantage. Further requirements are excellent and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Ability to work under pressure and willingness to work extended hours. Skills required: Ability to work in a team, good interpersonal and communication skills, computer literacy, financial management, strategic planning, and leadership. Willingness to work irregular hours and travel extensively. A valid driver's license is essential.
- DUTIES** : Ensure effective leadership and management of the strategic planning process, institutional governance, and management support in the Region. Provide proper and effective curriculum development and support in the region. Manage lecturer development and support, including the effective support of the governance (councils, SRCs, Academic Boards, and others) in the Region. Manage and support teaching and learning in the colleges. Oversee the management of examinations and assessments. Coordinate monitoring and evaluation functions of the programmes in the Colleges. Provide overall monitoring and evaluation, including reporting in line with the departmental frameworks. Liaise with industry, SETAs, and other government institutions to create a conducive environment for partnerships and stakeholder relations. Manage the delegated administrative and financial responsibilities. Manage the compensation of employees' budget in the unit including the recruitment processes and provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with public Service Regulations and all administrative matters.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/24** : **DIRECTOR: UNIVERSITY RESEARCH SUPPORT AND POLICY DEVELOPMENT REF NO:08/10/2023**
Branch: University Education
Directorate: University Research Support and Policy Development
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY CENTRE** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Policy Development or related qualification. A postgraduate qualification in policy development or equivalent in the relevant field would be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector and relevant management experience with at least five (5) years of experience at the Middle Management level. Excellent knowledge of the legislative and policy context of the higher education system is required. The candidate must also understand the policy development process and have been involved in the development of policies for the higher education sector. The candidate must have a deep understanding of the research output and creative and innovation output policies and an appreciation of the importance of quality research and processes for the dissemination of knowledge products and patents. The candidate must be able to lead teams to monitor systems, undertake evaluation and policy development tasks, and be able to work innovatively and flexibly across diverse higher education contexts. The ability to interact effectively and communicate with the leadership of the Higher Education system and other relevant stakeholders is a requirement. The ability to work competently with MS Suites such as Word, Excel, PowerPoint etc. is required. Good knowledge and understanding of Public Finance Management (PFMA) and public sector budgeting would be a distinct advantage. A valid driver's licence.
- DUTIES** : The scope of this position will include but not be limited to: management of a team of professionals; development and review of policies for various areas of HE; engagement with relevant higher education research to inform policy development for the sector; liaison with universities and higher education stakeholders regarding policy development and implementation, and related development support; implementation of the Research Output Policy and the Creative and Innovation Outputs Policy, and the management of the evaluation of products for the purposes of subsidy; monitor the quality of outputs across public higher education institutions and support quality improvement in research production; oversight of the management and implementation of the Higher Education HIV and AIDS (HEAIDS) programme; policy development and coordination for the internationalisation of the South African higher education system; secretariat for the Department's engagements and partnerships within BRICS including, the BRICS Think Tanks Council, the BRICS Academic Forum and BRICS Network University; oversight of the South African BRICS Think Tank.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/25** : **DIRECTOR: WORLD SKILLS SOUTH AFRICA REF NO: DHET09/10/2023**
Branch: Skills Development
Chief Directorate: National Artisan Development
Period: Twenty-Four (24) Month Contract
- SALARY** : R1 162 200 per annum (Level 13), (all-inclusive remuneration package)
CENTRE : Olifantsfontein
REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Management/Business Administration or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) years of relevant work experience at the middle management level position and in areas of business management or public administration is a requirement. Knowledge: Knowledge of the Skills Development Act, 1998. Skills Development Levies Act (SDLA). Treasury Regulation, National Skills Development Strategy (NSDS), Skills Accord, and Artisan Training and Development Regulation. Knowledge of Public Finance Management Act, 1999 (PFMA). Knowledge of Occupational Health and Safety (OHS). Skills: Leadership inclusive of Management and Financial skills. Good communication and presentation skills. Strategic Management skills. Logistic management skills. Change management skills. Risk management skills. Basic supply chain processes and understanding. Computer literacy. A valid driver's licence.
- DUTIES** : Develop, implement, and maintain a sustainable strategy, process, and criteria for the operations of WSZA in line with the prescripts of World Skills International. Develop and implement a Human Resource structure to fully sustain WSZA and Career Advocacy programs and initiatives. Manage and

		coordinate the implementation of apprenticeship and artisan development career advocacy programs. Manage and coordinate the liaison between World Skills South Africa and World Skills International and member collaboration with the Department of International Relations. Prepare and submit detailed progress reports on World Skills South Africa activities to all relevant parties and management and maintain a knowledge management system for the unit mandates. Effectively manage the financial and human resources of the unit.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/26</u>	:	<u>PRINCIPAL (X2 POSTS)</u> Branch: Technical and Vocational Education and Training Colleges (This post is being re-advertised and candidates who had previously applied may re-apply)
<u>SALARY CENTRE</u>	:	R1 162 200 per annum (Level 13), (all-inclusive remuneration package) Umfolozi TVET College Ref No: DHET10/10/2023 Esayidi TVET College Ref No: DHET11/10/2023 These posts are based in Technical and Vocational Education and Training (TVET) Colleges
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education/Public/Business Administration or related qualification. A relevant postgraduate qualification and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of eight (8) years' experience with at least five (5) years of proven experience at the middle management level in the TVET or education sector. Extensive experience in any or all the following general management spheres: college/education institution management, strategy management, education management, human resource management, and development. Proven management skills and a track record in the preparation, implementation, and management of strategic, operational, and financial management plans and projects. Must have relevant work experience in training and development or a related environment. Ability to design internal systems and controls to ensure sound organisational governance, financial management, and control. Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies, and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, and stakeholder management. Knowledge of and/or experience in the private sector/industry will also be treated as an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence.
<u>DUTIES</u>	:	To drive the efficient and effective implementation of college governance frameworks and systems; and the functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant, and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning, and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead a college infrastructure and estate management system that assures the acquisition, maintenance, management, and disposal of physical resources that facilitate the

achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

OTHER POSTS

POST 38/27 : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) (X2 POSTS)**
Branch: Technical and Vocational Education and Training Colleges
(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY CENTRE : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
: Nkangala TVET College Ref No: DHET12/10/2023
: False Bay TVET College Ref No: DHET13/10/2023
These posts are based in Technical and Vocational Education and Training (TVET) Colleges.

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management. minimum of five (5) ten (10) years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public or private sector. ADDED ADVANTAGES: An appropriate postgraduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as 3 years in the Post-School Education and Training (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Excellent knowledge and understanding of the Community Education and Training Act, Public Finance Management Act (PFMA), Treasury Regulations, PSET legislative frameworks, policies, and regulations. Possess good leadership and experience in overall financial management, logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support, and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies, and regulations. A willingness to work irregular hours and travel extensively. A valid driver's licence.

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

- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/28** : **DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET14/10/2023**
Branch: Community Education and Training
Component: Western Cape CET College
- SALARY CENTRE** : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
Bellville. This post is based in Community Education and Training (CET) College.
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Accounting or Financial Management. A minimum of five (5) to ten (10) years' relevant work experience of which three (3) to five (5) years' experience at the junior management level in the public or private sector. ADDED ADVANTAGES: An appropriate post-graduate degree in BCom Accounting or Financial Management (NQF Level 8). At least three (3) years of middle management experience, which should include leadership and experience in overall financial management and reporting roles, as well as three (3) years in the (PSET) sector as A Chartered Accountant or Associate General Accountant, registered with SAICA. Excellent knowledge and understanding of the Community Education and Training (CET) Act, Public Finance Management Act (PFMA), Treasury Regulations, Post-School Education and Training (PSET) legislative frameworks, policies, and regulations. Possesses good leadership and experience in overall financial management, supply chain management and logistical services, preparations, and compilation of annual financial statements using GRAP standards and another reporting role. Excellent project management and communication skills, including analytical capability and report writing, the ability to lead a team; the ability to develop, support, and monitor the implementation of policies; the ability to work in a team environment; good computer skills; This is a management position that requires a dynamic individual with knowledge of the South African PSET landscape, particularly its legislative frameworks, policies, and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the Community Education and Training (CET) College management and Council, problem-solving and report-writing, and communication skills. The incumbent should be able to perform in a team environment. Good knowledge and understanding of the CET Act, PFMA, National Treasury regulations, PSET legislative frameworks, policies, and regulations. A willingness to work irregular hours and travel extensively. A valid driver's licence.
- DUTIES** : Assisting the Principal / Accounting Officer and/or Council in discharging the duties prescribed in the financial management policies of the College; establishing and maintaining financial management structures; establishing, implementing, and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution's controls over financial and management systems, supply chain management, logistical services and their procedures in order to protect the integrity of financial information; overseeing and optimising the utilisation of electronic financial, logistic and management information systems; managing the finalisation of interim and annual financial statements in line with standards of GRAP and reviewing thereof, and managing engagements with assurance providers (i.e. External Auditors and the Auditor-General South Africa).
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/29</u>	:	<p><u>DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET15/10/2023</u> Branch: Community Education and Training Component: Western Cape CET College This post is being re-advertised and candidates who had previously applied may re-apply)</p>
<u>SALARY CENTRE</u>	:	R958 824 per annum (MMS Level 12), (all-inclusive remuneration package) Bellville. This post is based in Community Education and Training (CET) College.
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five (5) to ten years with at least three (3) to five (5) years of relevant experience at the junior management level in an education and training environment. Experience in working at CET/ TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing CET Colleges in South Africa. Thorough knowledge of the student/information management system concerning education and training. A willingness to work irregular hours and travel extensively. A valid driver's licence.
<u>DUTIES</u>	:	Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme and qualification offerings. Guide, inform, and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery, accommodate the students with support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions. Ensure that the targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the CET Monitoring and Evaluation Policy. Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for students and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/30</u>	:	<p><u>DEPUTY DIRECTOR: CET CURRICULUM AND INSTITUTIONAL SUPPORT (DEPUTY DIRECTOR LEVEL) REF NO: DHET16/10/2023 (X2 POSTS)</u> Branch: Technical and Vocational Education and Training Component: Western/Northern Regional Office</p>
<u>SALARY CENTRE</u>	:	R958 824 per annum (MMS Level 12), (all-inclusive remuneration package) Cape Town
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/advanced diploma (NQF level 7) in Education or a related qualification. A minimum of five (5) years of working

experience in Community Education and Training or PSET Sector environment with at least three (3) to five (5) years 'of relevant experience at the junior management level is required. Sound Knowledge of Curriculum Development and Institutional Support in line with the strategic objectives of the Department of Higher Education and Training. Understanding and knowledge of prescripts and legal frameworks applicable to the CET sector. Advanced experience in the interpretation, development, and implementation of policies. Skills requirements are good and proven project management capabilities, problem-solving and financial management skills, proposal, and report writing and computer skills. Good project management and communication skills, including proposal and report writing and understanding of basic financial management systems. The ability to work with a team; the ability to develop, support and monitor the implementation of policies. The ability to work in collaboration with lecturers at CET Colleges and with other government departments and relevant role-players, and good computer skills. willingness to travel and a valid driver's licence.

- DUTIES** : The successful candidate will be reporting to the Director: Curriculum and Institutional Support: will be responsible for implementing curriculum and institutional support in the Region; Ensuring the CET curriculum development and support for the CET Colleges; Providing CET institutional Planning; Providing advice and guidance on formal non-and formal programmes; Monitor and evaluate the implementation of developed frameworks for CET Colleges; Support monitor and verify college systems and sub-systems in relations to student admission and enrolment management, as well as data reporting; Ensure Supporting and monitoring the implementation of the National Improvement Plan for teaching and learning in CET Colleges. Ensure monitoring and evaluation of appropriate data collection and management; Provide oversight functions on governance and management areas in CET Colleges Conducting monitoring visits to pilot centres, give advice to the department on matters related to programmes; curriculum and assessment in CET Colleges. Be a member of the National Coordinating Curriculum Committee. Provide support to the public CET College on matters relating to labour relations, change management, and implementation of IQMS and PMDS. Ensure compliance with Public Service Regulations and all administrative matters. Support the Director in managing the Directorate including assisting with planning, budgeting, and management of staff within the line function.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/31** : **DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) (X2 POSTS)**
Branch: Technical and Vocational Education and Training
- SALARY CENTRE** : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
Taletso TVET College Ref No: DHET17/10/2023
Waterberg TVET College Ref No: DHET18/10/2023
These posts are based in Technical and Vocational Education and Training (TVET) Colleges
- REQUIREMENTS** : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education and Training. A relevant post-graduate qualification in Education and Training will serve as an added advantage. A minimum of five (5) to ten years with at least (3) to five (5) years 'of relevant experience at the junior management level in an education and training environment. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity-building processes, and the National Qualification Framework (NQF) in education and training, especially concerning curriculum management and delivery. Strategic management, conflict management, budgeting, and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). An understanding of DHET's strategic vision and priorities. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system concerning vocational

<u>DUTIES</u>	: education and training. A willingness to work irregular hours and travel extensively. A valid driver's licence. : Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Guide, inform and develop the Programs and Qualifications Mix (PQM) of the college for executive approval. Ensure that modalities of curriculum delivery other than full-time, and special needs learners are catered for. Support and provide advice on the work of the Academic Board. Develop a system of partnership engagement with strategic stakeholders to enhance student learning and employability. Facilitate and manage the policy framework for the institution as per relevant portfolios. Manage student career guidance and placement on entry. Develop a system of Work Integrated Learning (WILL) for students and lecturers. Monitor student performance and develop Academic support interventions where necessary. Ensure that the targets for student success as set by DHET and /or college academic Boards are met. Report on all initiatives undertaken by the college to improve student retention, attendance, performance, and certification. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool Ensure that all the requirements for quality teaching and learning are in place, namely: Policies to implement teaching and learning, student learning resources, lecturer teaching resources, timetables for student and lecturers, learning training and professional development of the staff; and student continuous assessments. Ensure the provision of appropriate and cost-effective services. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examinations for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Building a strong network of contacts with other institutions and industries.
<u>ENQUIRIES</u>	: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/32</u>	: <u>DEPUTY PRINCIPAL: REGISTRATION SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET19/10/2023</u> Branch: Technical and Vocational Education and Training Colleges Component: Taletso TVET College
<u>SALARY CENTRE</u>	: R958 824 per annum (MMS Level 12), (all-inclusive remuneration package) : Mafikeng. This post is based on Technical and Vocational Education and Training (TVET) Colleges
<u>REQUIREMENTS</u>	: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Education or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) years of relevant work experience in the post-school education and training sector with at least three (3) to five (5) years of relevant work of relevant experience at the Junior Management level. Advanced knowledge of the TVET college sector and applicable policies and procedures. Good knowledge of most or all the following, Student Support Services; Student Registrations; IT/TVETMIS management; Management of Examinations and Student Residences; Sound knowledge of transformational and capacity-building processes in education especially relating to curriculum management delivery; Knowledge of research and statistical analysis and projection coordination; Strategic and management, conflict management, budgeting, and financial management skills. Good monitoring, Evaluation, and reporting skills; Good verbal and written communication and presentation skills. High level of innovation and good judgment skills; Ability to form networks and uphold the highest level of professional integrity; Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). A willingness to work irregular hours and travel extensively. A valid driver's licence.
<u>DUTIES</u>	: Provide strategic leadership regarding the enrolment of students as this determines the allocation of staff; Responsible for the management of the student registration process at the College; manage and coordinate the compilation and implementation of all student administration policies and procedures at the College; Verify the validity and reliability of registration documentation and all EMIS data and reports; responsible for IT/FETMIS management and data analysis; coordinate the preparation of examination for all programmes involving assessment; ensure current examination regulations

and conventions are adhered to; oversee the planning and implementation of student support services including functions of the SRC. Oversee the management of student residences; General managerial duties including the supervision of staff in the division; reporting; attendance of meetings (internal and external); and the incumbent will be expected to travel frequently to meetings and functions and between campuses.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/33 : **DEPUTY PRINCIPAL: INNOVATION AND DEVELOPMENT (DEPUTY DIRECTOR LEVEL) REF NO: DHET20/10/2023**
Branch: Technical and Vocational Education and Training Colleges
Component: Gert Sibande TVET College

SALARY CENTRE : R958 824 per annum (MMS Level 12), (all-inclusive remuneration package)
Standerton. This post is based in Technical and Vocational Education and Training (TVET) Colleges

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7), in Business Administration/ Management or related qualification. A relevant postgraduate qualification will be an added advantage. A minimum of five (5) to ten (10) in stakeholder liaison, business management and partnerships with at least three (3) to five (5) years of relevant experience at the Junior Management level. Good understanding of the Post-School Education and Training (PSET) sector. Proven ability to work in a highly unionised environment and to establish professional credibility and confidence within a diverse customer base. Thorough knowledge of all policies and legislative Frameworks governing TVET Colleges in South Africa. An understanding of the Department of Higher Education and Training (DHET)'s strategic vision and priorities. Knowledge in research and statistical analysis; Monitoring and evaluation, reporting and understanding of the academic framework. Strategic management, conflict management, budgeting, and financial management skills. Programme and project management, change management and service delivery innovation skills are essential. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively. Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Willingness to travel and a valid driver's licence.

DUTIES : Provide strategic direction, implement, and maintain the college business as per TVET college mandate in the field of quality assurance, student support services, communication, marketing, and advancement; Develop international partnership and the facilitation of the operations and strategic planning for TVET college. Develop the quality assurance systems and maintain them to achieve continual improvement and customer satisfaction. Ensure that a holistic student support services strategy is developed, implemented, and maintained for the enhancement of student well-being and ultimately student performance. Ensure that the communication, marketing, and advancement strategy is aligned with the college mandate. Direct the development, implementation, and management of the marketing strategy. Coordinate the development and maintenance of international partnerships, international liaison and services to foreign students and other international-related activities. Coordinate and facilitate operations and strategic planning. Manage human resource and partnership Innovation and development affairs in the College. Provide guidance and adequate support for and development of staff. Ensure compliance with all administrative requirements, regulations, rules, and instructions about innovation and development.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/34 : **DEPUTY DIRECTOR: CURRICULUM SUPPORT AND IMPROVEMENT (OCCUPATIONAL QUALIFICATIONS) REF NO: DHET21/10/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Curriculum Development and Support

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

REQUIREMENTS : An appropriate bachelor's degree / advanced diploma (NQF level 7) in education or related field as recognized by SAQA or a related qualification. A minimum of three (3) to five (5) years of TVET experience at the junior

management level in a curriculum development environment is essential. A postgraduate qualification in education or related studies will be an added advantage. The successful applicant is expected to have a conceptual understanding of vocational pedagogy, didactics, and teaching and assessment methodologies. Thorough understanding of the mandates of SAQA and the quality councils in curriculum and qualifications development. Knowledge of technical education and training landscape. Verbal and written communication and presentation skills. Computer skills. A valid driver's licence.

DUTIES : Provide guidance for the improvement of curriculum content and delivery based on engagement with public and private stakeholders. Monitor and manage the range and scope (PQM) of programmes offerings in TVET colleges and maintain an updated database of such occupational offerings in TVET colleges. Ensure curriculum support materials are available for all programmes in the vocational cluster – Occupational Qualifications. Maintenance of the database of curriculum documents for the vocational cluster.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/35 : **DEPUTY DIRECTOR: UNIVERSITY ACADEMIC PLANNING, MONITORING AND EVALUATION REF NO: DHET22/10/2023**
Branch: University Education
Directorate: University Academic Planning, Monitoring and Evaluation

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

REQUIREMENTS : An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Public Administration/Management or related qualification. A minimum of (5) years' experience relevant experience in academic planning, monitoring and evaluation in Post-School Education and Training (PSET) with at least three (3) years of relevant experience at the junior management level. A relevant postgraduate qualification in an appropriate field of study will be an added advantage. Consideration will be given to candidates with experience and knowledge of the higher education sector with specific reference to strategic and institutional planning; academic planning including an understanding of the development of academic qualifications, and enrolment planning; outstanding knowledge of the higher education policy environment; knowledge of the funding of public universities and the Higher Education Management Information System; excellent project management and communication skills, including proposal and report writing; ability to lead a team and take responsibility for managing new developments and projects in relation to the Higher Education sector; good computer skills; knowledge of the national and international higher education systems will be an advantage; knowledge of the interface between human resources, infrastructure development, finance, enrolment planning, quality and academic qualifications will also be an advantage. A valid driver's licence.

DUTIES Facilitating the enrolment planning processes at the national level; Analysing institutional and national plans with a specific focus on enrolment planning and qualification offerings; Managing, monitoring and evaluating the applications for new academic qualifications' submissions according the Higher Education Qualifications Sub-Framework for inclusion on the PQM database of public Higher Education Institutions; Monitoring of the Higher Education sector in terms of the approved enrolment plans of universities; Managing processes towards the expansion of the higher education system including new universities, Higher Education colleges, University colleges and campuses; Managing the daily activities and the budget of the Directorate; Responding timeously to requests for briefing notes and responses to all correspondence, including parliamentary questions.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : All shortlisted candidates will be required to write a competency test.

POST 38/36 : **DEPUTY DIRECTOR: HUMAN RIGHTS, CITIZENSHIP AND VALUES REF NO: DHET23/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: Social Inclusion and Equity

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF 7) in Social Sciences or a related field. A relevant postgraduate qualification will be an added advantage. A minimum of three (3) to five (5) years' experience at the Junior Management Level in the human rights and social inclusion environment, especially in the PSET sector (dealing with issues ranging from the equity of race, class, gender, disability, youth development, religion, culture, substance abuse, and HIV/AIDS). Knowledge and understanding of the South African Higher Education and Training System, specifically of university education, skills development, technical and vocational education and training and community education and training issues; knowledge and understanding of the legislative frameworks, policies and regulations pertaining to the PSET system, specifically in relation to social inclusion and equity; extensive knowledge and understanding of social inclusion and equity, specifically applicable to the PSET system; in-depth knowledge and understanding of the legislative frameworks, policies and regulations pertaining to social inclusion and equity (of other government departments); knowledge and understanding of the PSET sector with regard to reporting requirements of PSET institutions and entities, the Department of Higher Education and Training, other government departments, and Chapter 9 institutions; and good understanding and knowledge of financial management and administration, and the application of the PFMA and other policies and regulations. Must be computer literate, with strong communication skills, both oral and written. Experience in the facilitation of workshops, conducting research and analysis, and report writing are essential for this post. Interpersonal skills, ability to develop and maintain positive relationships with stakeholders, both internal and external (Client orientation), work independently, financial management skills. High level of reliability, Commitment, Proactive, Loyalty, Self-management, and motivation, understanding of group dynamics and its management, Honesty and integrity, Ability to act with tact and discretion. A valid driver's licence.

DUTIES : Monitor and compile reports on the implementation of social inclusion-related Policy Frameworks in the PSET system. Develop policies, guidelines, norms, and standards for social inclusion in the PSET system. Monitor and report on the implementation of national, regional, and international conventions on matters related to social inclusion elements (including human rights, citizenship, and values in the PSET system). Develop and review Social Inclusion Indicators. Develop a Social Inclusion Review Implementation Model (SI-RIM) for Social Inclusion every five years. Develop a framework for the evaluation of the Policy Framework for the Realisation of Social Inclusion in the PSET System (2016); Develop guidelines and templates to support the collection of data to report to different Departments and Chapter 9 institutions. Develop reports to different Departments, Chapter 9 institutions, Portfolio Committees, etc. Develop speeches and speaking notes for executive managers, the Deputy Minister, and the Minister where required. Represent the Minister, Director-General, and Department in formations established by different Departments and Chapter 9 institutions on social inclusion, human rights, citizenship & and values matter. Respond to the Government's legislation and policies on equality, transformation, and empowerment as well as international and regional obligations with regard to vulnerable groups. Conduct research, analyze data, and write reports. Provide support for the observance and review of the Calendar of Significant Days. Persons with disabilities are encouraged to apply.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/37 : **DEPUTY DIRECTOR: EMPLOYER DATA ANALYSIS REF NO: DHET24/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: System Monitoring and Labour Market Intelligence

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Economics, Econometrics or Statistics. A relevant postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years' experience in conducting research analysis in labour market and education and training. Knowledge and understanding of policies, legislation and regulatory frameworks governing the post-school education and training (PSET) system and skills development landscape. Formidable insights into global mandates and policies governing education and training systems. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, and SPSS. Good understanding and experience in survey design and sampling methodology. Knowledge of a database to store and process information in a relational database such as SQL. Development of data visualisations and infographics. Understanding of key stakeholders in the PSET system and broader economy. A valid driver's licence.

DUTIES : Manage research projects on labour market intelligence including the development of the research plan, proposals and terms of reference, and establishment of MOAs; Produce twenty-one Sector Briefs; Manage the updating and maintenance of the sectoral indicators database; Analyse large-scale data (e.g., Stats SA surveys) and preparation of reports and publications based on these analyses. Coordinate and facilitate employer perception interviews with SETAs; Produce a composite report with data from employer interviews; Manage the development of the Critical Skills List (CSL); Produce fact sheets, information briefs and policy briefs on PSET performance; Engage with the national and international community on labour market intelligence; Undertake dissemination and advocacy of reports and fact sheets produced.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/38 : **DEPUTY DIRECTOR: LABOUR MARKET INTELLIGENCE REF NO: DHET25/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: System Monitoring and Labour Market Intelligence

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced diploma (NQF level 7) in Economics, Econometrics or Statistics. A postgraduate qualification in one or more of the above-mentioned disciplines will be an added advantage. A minimum of three (3) to five (5) years' experience in conducting research analysis in labour market and education and training. Knowledge and understanding of policies, legislation and regulatory frameworks governing the post-school education and training (PSET) system and skills development landscape. Formidable insights into global mandates and policies governing education and training systems. Knowledge and experience in research and management of research projects, Knowledge of sources of data or information with implications to skills planning, labour markets and education and training. Knowledge of the latest trends in skills planning, labour markets education and training research, monitoring and evaluation, and high-level report writing. Proficiency in econometric modelling and statistical data analysis using software such as EViews, Stata, and SPSS. Good understanding and experience in survey design and sampling methodology. Development of a database to store and process information in a relational database such as SQL. Development of data visualisations and infographics.

		Understanding of key stakeholders in the PSET system and broader economy. A valid driver's licence.
<u>DUTIES</u>	:	Manage research projects on labour market intelligence including the development of the research plan, proposals and terms of reference, and establishment of MOAs; Produce the report on skills supply and demand in South Africa; Manage the development of the skills supply and demand projection tool; Manage the development of labour market data and Post-School Education and Training systems indicators database; Manage the updating and maintenance of the PSET system statistical indicators database; Manage the development of the national and provincial lists of Occupations In High Demand (OIHD); Manage the development of the Critical Skills List (CSL); Produce fact sheets, information briefs and policy briefs on PSET performance; Engage with the national and international community on labour market intelligence; Undertake dissemination and advocacy of reports and factsheets produced.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/39</u>	:	<u>DEPUTY DIRECTOR/BRANCH COORDINATOR: OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET26/10/2023</u> Branch: Corporate Management Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum (MMS Level 11), (all-inclusive remuneration package) Pretoria An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's licence.
<u>DUTIES</u>	:	Provide coordination and support to the Deputy Director-General: Corporate Services. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary inquiries with the relevant unit. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under-spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on inquiries received from internal and external stakeholders. Manage leave register, attendance register, and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up, and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/40 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DHET27/10/2023**
Branch: Technical and Vocational Education and Training Colleges
Component: Western/Northern Cape Regional Office

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Cape Town
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management, Human Resource Management, or Social Science. A relevant postgraduate degree qualification will be an added advantage. A minimum of five (5) years' relevant work experience in corporate service with at least three (3) to five (5) years' experience at a Junior Management Level. Understanding of the Department of Higher Education and Training's strategic vision and Priorities. Knowledge of the Public service Act, employment of education Act, Labour Relations Act, and Public Finance Management Act. Knowledge of policies and legislation governing Education and Training as well as the Public Service and Employment Services in South Africa. Experience in Managing People and Projects with the ability to plan strategically. An ability to develop, support, and monitor the implementation of policies and the ability to work in a team environment, Good Project Management and Computer Skills. Willingness to work irregular Hours and Travel extensively. Computer Literacy (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Excellent verbal and written communication skills. A valid driver's license and willingness to travel.

DUTIES : Provide strategic leadership in the areas of Human Resources, Facilities Management, Records Management, and Governance. Also accountable for the effective delivery of service in each of these areas. Coordinate and drive the preparation for annual reviews of the Regional Strategic Plan. Encourage and build an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource function. Oversee the maintenance labour peace, ensure staff commitment and productivity; Manage the collective bargaining chambers processes and administration; Develop and implement best practice policies, procedures, and internal control system to ensure effective corporate governance. Oversee the proper and effective management of the regional office Assets and facilities. Ensure the provision of appropriate and cost-effective services. Responsible for IT and information management solutions to meet the specific needs of the college. Responsible for Communication and Marketing for the Region.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/41 : **DEPUTY DIRECTOR/BRANCH COORDINATOR: OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO.: DHET28/10/2023**
Branch: Planning, Policy, and Strategy

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant postgraduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's licence.

DUTIES : Provide coordination and support to the Deputy Director-General: Planning, Policy and Strategy. Provide support within the office of the Manager. Scrutinize documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role

players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under-spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/42 : **DEPUTY DIRECTOR/BRANCH COORDINATOR: OFFICE OF DEPUTY DIRECTOR-GENERAL REF NO: DHET29/10/2023**
Branch: University Education

SALARY CENTRE REQUIREMENTS : R811 560 per annum (MMS Level 11), (all-inclusive remuneration package)
: Pretoria
: An appropriate bachelor's degree/advanced national diploma (NQF level 7), in Public Management/Administration or related qualification. A relevant post-graduate qualification (NQF level 8) will be an added advantage. A minimum of three (3) to five (5) years' experience at junior management level in Administration or Public Management. Knowledge and understanding of stakeholder management. Verbal and written communication and presentation skills. Advanced computer skills (MS Word, MS PowerPoint, MS Excel, MS Access, and MS Outlook). Financial and Conflict management skills. An understanding of DHET's strategic vision and priorities. A thorough knowledge of all policies and legislation governing the Post-School Education and Training sector. Ability to analyse documents, interpret policies and draft official reports. Values and attitudes: client-oriented focused; Integrity and loyalty are essential. A valid driver's licence.

DUTIES : Provide coordination and support to the Deputy Director-General: University Education. Provide support within the office of the Manager. Scrutinise documents to determine action/information/documents required. Records minutes/ resolutions and communicates/disseminates to relevant role players. Compile the agenda of meetings and ensure the circulation of accompanying memoranda. Coordinate all branch meetings including overseeing the logistics. Coordination of parliamentary enquiries with relevant units. Manage general support services in the office of the Manager. Manage the engagements of the Manager. Set up and maintain the system in the office that will ensure efficiency in the office. Manage the resources in the office of the Manager. Keep a record of expenditure commitments, monitor expenditure, and alert the Manager with regard to possible over and under-spending. Monitor the monthly cash flow for the Branch. Oversee responses drafted by the other staff members on enquiries received from internal and external stakeholders. Manage leave register, attendance register and telephone accounts. Undertake policy or line function tasks required. Compile memorandum, reports, and submission of a variety of other correspondence as required. Compile presentations and basic speeches for the Manager and refer complex matters to the relevant unit for preparation. Coordinate, follow

up and compile reports to a transverse nature for the Manager and advise or sensitize the Manager on reports to be submitted. Coordinate external strategic alliances between the offices of the Manager and other stakeholders. Liaise with stakeholders to ensure the integration of programmes. Scrutinise documents to determine actions/ information/ documents required. Records minutes/ resolutions and communicates/ dissemination to relevant role players, follows up on progress made, and prepares briefing notes as well as other documents. Compile the agenda of meetings chaired by the Manager and ensure circulation of accompanying memorandum. Coordinate the performance agreement/ assessments and financial disclosures pertaining to Managers.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/43 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR-6) REF NO: DHET30/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: Legal and Legislative Services (Education Institutions)

SALARY CENTRE REQUIREMENTS : R531 381 – R1 252 374 per annum, (OSD Scales)
: Pretoria
: An appropriate LLB degree; Admission as an Advocate or Attorney (preferably but not a requirement); A minimum of (8) years post qualification legal experience and appropriate knowledge in the following legal administration spheres: constitutional law, administrative law, interpretation of statutes, the law of contract, civil procedure, labour law, the law of evidence, law of delict, commercial transactions law, post-school education, and training laws. The public sector and its legislative and regulatory framework; the Department's process and procedures, initiatives, and strategic objectives. Proven ability to provide legal advice at the senior level and interact at a high-profile level; legislation and contract drafting; ability to liaise with diverse audience range on behalf of the Department; excellent report-writing and presentation skills, both verbal and written; excellent communication and information management skills; proven computer literacy, including advanced MS Word, Excel and PowerPoint, customer focus and responsiveness; developing others; managing interpersonal conflict and resolving problems; planning and organizing. Willingness to travel and a valid driver's licence.

DUTIES : Provide legal support and advice to the Department, its institutions, and statutory bodies on matters relating to legislation administered by the Department and its policies to ensure compliance; legislation formulation; contract vetting and drafting; provide litigation support, including the compilation of documents and court records, 43 attend consultations with state attorneys and legal counsel; prepare Ministerial and Director-General submissions, memoranda, legal opinions, and reports; advice and mentor juniors.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/44 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DHET31/10/2023**
Branch: Technical and Vocational Education and Training
Component: Western/Northern Cape Regional Office
Directorate: TVET Curriculum and Institutional Support

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Cape Town
: An appropriate bachelor's degree/ diploma/ national diploma (NQF Level 6) in Education or a related qualification. A certificate in facilitation/ assessor/moderator will be an added advantage. A minimum of three (3) to five (5) years at the Supervisory level in post-school education or a related field. Knowledge of Teaching and Learning. Knowledge of the Skills Development Act, Public Services Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. A sound understanding of curriculum transformation issues and capacity building, interpretation, analyse and application of current legislation and departmental policies, administrative skills, Planning and organizing skills, Financial Management skills, Report writing skills, Communication and interpersonal skills, Problem-

		solving skills, Computer Literacy, Analytical, Client-oriented, Project Management, Team leadership and people management, Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Oversee, support, monitor, and verify college systems and sub-systems about curriculum delivery in public TVET Colleges. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Conduct teaching and learning support in line with national policy and process reports on time. Develop and implement intervention/support mechanisms in line with the gaps identified in teaching and learning i.e., curriculum workshops. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and conduct Students Support Services monitoring in line with the framework. Develop and implement interventions/support regarding the identified gaps. Ensure timely interventions regarding issues affecting students who are to be allocated NSFAS allowance. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations. Plan and implement lecturer development support and ensure reports are generated on interventions regarding gaps identified. Plan and implement lecturer development support on new and revised curricula. Plan and conduct site-based assessment and examination monitoring for each examination cycle. Ensure Site-Based Assessment and examination monitoring reports are generated and approved timeously. Develop and implement intervention mechanisms in areas of no compliance. Analyse and report on the examination results per cycle. Coordinate and consolidate status update reports from colleges on all monitoring findings and recommendations.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/45</u>	:	<u>ASSISTANT DIRECTOR: INSTITUTIONAL SUPPORT MONITORING (IRREGULARITIES REF NO: DHET 32/10/2023)</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or a relation qualification. A minimum of five (5) years' experience in the administration of examinations specifically related to the handling and processing of TVET college examination irregularities with at least three (3) to five (5) years' experience at the supervisory level. The incumbent will be responsible for coordinating the administration of examination irregularities for each examination cycle, including the compilation of irregularities reports. The incumbent must be adaptable, disciplined, self-driven and able to work independently and under pressure in a diverse team. Prerequisites: Good interpersonal and communication skills. Managerial and administrative skills. Knowledge of TVET College examination systems. Willingness to work under pressure and work extra hours. Computer literacy and report writing skills. Analytical and problem-solving skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate the receipt of daily irregularities reports during any examination cycle. Develop and maintain mechanisms to ensure that all examination and marking centres submit daily irregularities reports, including follow-up mechanisms in cases of non-compliance. Manage the capturing of all irregularities on the IT system, including all other administrative processes related to the capturing. Compile irregularities reports for each examination cycle as per directives from quality assurance councils. Manage the performance of staff and allocation of tasks and functions. Liaising with internal and external stakeholders regarding queries related to examination irregularities. To facilitate the monitoring and support of SBA in the TVET sector.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/46</u>	:	<u>CHIEF ARTISAN GRADE B: MECHANICAL ENGINEERING REF NO: DHET33/10/2023</u> Branch: Skills Development Chief Directorate: National Artisan Development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R523 917 per annum Olifantsfontein An appropriate National Technical Diploma with relevant subjects in Mechanical Engineering. Trade Test Certificate in Fitting and Turning, Mechanical Fitter or Tool Maker. Assessor and Moderator Certificates. A minimum of three (3) years of supervision experience in an Artisan Training or Assessment Environment. Five (5) years of technical facilitator/ instructor experience post apprenticeship. Knowledge: Skills Development Act of 1998. Must be able to conduct and moderate trade tests in Mechanical Engineering and related trades. Must be able to conduct processes relating to ARPL in the trade. Must be able to interpret and implement the ARPL Toolkit. Must be able to interpret and adhere to Regulations governing Trade Testing. Must be able to interpret and implement the Occupational Health and Safety Act in all workshops. Good planning and organizing skills. Good report writing. Good verbal and written communication skills must be Computer literate (MS Word, Excel, PowerPoint). Supervisory and problem-solving skills. Manage resources that include human, assessment equipment and material. Effective record keeping. A valid driver's licence.
<u>DUTIES</u>	:	Conduct and moderate trade testing in the Motor Mechanic trade as well as implement and maintain ARPL. Conduct Moderation of Trade Tests internally and externally. Maintain and ensure safekeeping of assessment records. Assist the Deputy Director in carrying out management and related activities where and when requested and supervise Chief Artisan A and Trade Assistants. Implement and maintain PMDS for staff reporting to him/her. Procurement and control of assessment equipment and material. Maintain safety in the workshop. Assess the performance of staff in the unit.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/47</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DHET34/010/2023</u> Branch: Technical and Vocational Education and Training Directorate: Western/Northern Cape Regional Office
<u>SALARY CENTER REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Cape Town An appropriate bachelor's degree/diploma (NQF Level 6) in Labour/Industrial Relations/Labour law and/or Human Resource management. A minimum of five (5) years of relevant experience within a Labour Relations portfolio within public or private entities with at least three (3) years at the supervisory level. Sound knowledge of Labour legislation and prescripts within the TVET or Public sector domain. Sound knowledge of LRA, BCEA, PSA, PSR, CET ACT 2006 and CET Amendment Act 2012. Higher Education sector and relevant public service regulations and policies Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Good organizational and interpersonal skills. Computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills (written and verbal). Strategic thinking and meticulous record keeping. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Investigate misconduct cases and compile investigation reports. Management of Discipline represents the Department during the formal disciplinary hearing, provides advice on informal disciplinary hearings and ensures the implementation of disciplinary sanctions. Investigate and finalize all grievances and complaints received from employees in the department/ Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council/General Public Service Sectoral Bargaining Council/Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor

and evaluate Labour Relations trends in the region. Facilitate training and advocacy on Labour Relations matters in the region. Attending Departmental Multi-Lateral Forums in the Region and Colleges. Ensure compliance on capturing of cases on PERSAL. Provide monthly and quarterly reports to the Head Office.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : The shortlisted candidates will be required to write a computer literacy test.

POST 38/48 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING (X7 POSTS)**
Branch: Community Education and Training

SALARY CENTRE : R424 104 per annum (Level 09)
: These posts are based at CET Colleges Central Offices:
Free State CET College Ref No: DHET35/10/2023
KwaZulu-Natal CET College Ref No: DHET36/10/2023
Limpopo CET College Ref No: DHET37/10/2023
Mpumalanga CET College Ref No: DHET38/10/2023
North- West CET College Ref No: DHET39/10/2023
Northern Cape CET College Ref No: DHET40/10/2023
Western Cape CET College Ref No: DHET41/10/2023

REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Financial Accounting. The qualification should be coupled with a minimum of three (3) to five (5) years of supervisory work experience in financial management and accounting in a Teaching and Learning environment. and knowledge of the Continuing Education and Training (CET) Act. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge and understanding of Treasury Regulations. Knowledge of the Skills Development Act, Public Service Regulations, Public Service Act, and the Labour Relations Act. Knowledge and experience of usage of Financial Management Systems. Experience in the Post School Education and Training (PSET) environment will be an added advantage. Good administration skills. Knowledge of the Generally Recognised Accounting Practice (GRAP) accounting framework will be an added advantage. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. A valid driver's licence.

DUTIES : Monitor and review the procedures for the receipt and safekeeping of all funds and compliance with the relevant prescripts. Ensure that the receipt and safekeeping of all funds are in accordance with the relevant policies and properly recorded. Ensure that bank reconciliations are performed timeously and are correct. Verify the validity and allocation of payments received via electronic transfers. Ensure the safeguarding of source documents. Keep proper and accurate records of debts owed to the college supported by a standard operating procedure for debt collection. Manage income and expenditure and the accurate allocation of monies received. Ensure completeness and accuracy of financial information in the financial statements. Perform the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Perform the quality assurance and verification of transactions and source documents on the Financial Management System. Ensure that expenditure is in line with budget and item provisioning. Ensure that the banking details on the Financial Management System are accurate. Perform creditor reconciliation to ensure that service providers are paid timely and correctly. Assist with the compilation of monthly, quarterly, and annual financial reports. Administer payroll control and salary administration. Compilation of the General Ledgers and Trial Balances. Assist with the facilitation of audits and compilation of management reports on audit findings. Management and the implementation of audit action plans. Development and maintenance of strategies, policies, and procedures to strengthen financial controls. Completion of monthly statutory returns including SARS completion compliances. Good communication and interpersonal skills. Supervision of allocated employees. Allocate duties and do quality control of the work delivered by subordinates.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/49</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: DHET42/10/2023</u> Branch: Community Education and Training Component: Mpumalanga CET College
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Siyabuswa An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management/Cost Management/Cost Accounting. The qualification should be coupled with three (3) to five (5) years of supervisory work experience in financial management, and cost and management accounting. Knowledge of the Continuing Education and Training (CET) Act. Knowledge and understanding of the Public Finance Management Act (PFMA). Knowledge and understanding of Treasury Regulations. Knowledge of the Skills Development Act, Public Service Regulations and Public Service Act, and the Labour Relations Act. Knowledge of Financial Management Systems. Experience in the Post School Education and Training environment will be an added advantage. Good administration skills. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate the preparation and consultation for the college budget process, including the review, analysis, and quality assurance of the budget process. Develop templates for the collection of budget information from line functionaries. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the mid-year/adjustments estimates process. Provide information for the preparation of the annual financial statements. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Assist the identifying all the regulatory reporting requirements and budget utilisation monitoring requirements. Assist with the identification of the appropriate cost accounting model to be used for financial management and planning purposes. Assist with the design and maintenance of the chart of accounts to enable reporting that will meet the various requirements in line with the set-up in the financial management system. Assist in setting up standard reporting and analysis templates to meet the needs of the various stakeholders for monthly and other regular/interval reporting through system-generated reports. For planning purposes: coordinate, review, analyse and quality assure the financial supporting information. For reporting purposes: coordinate, review, analyse and quality assure the management accounting reporting processes. Good communication and interpersonal skills. Allocate duties and perform quality controls of the work delivered by subordinates. Manage staff performance.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/50</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT (X6 POSTS)</u> Branch: Community Education and Training
<u>SALARY CENTRE</u>	:	R424 104 per annum (Level 09) These posts are based at CET Colleges Central Offices: Free State CET College Ref No: DHET43/10/2023 Eastern Cape CET College Ref No: DHET44/10/2023 Gauteng CET College Ref No: DHET45/10/2023 Limpopo CET College Ref No: DHET46/10/2023 North- West CET College Ref No: DHET47/10/2023 Northern Cape CET College Ref No: DHET48/10/2023
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/Logistics Management or a related qualification. The qualification should be coupled with a minimum of three (3) to five (5) years of supervisory work experience in the Supply Chain Management environment. Knowledge and understanding of the Public Finance Management Act (PFMA) and the Preferential Procurement Policy Framework Act (PPPPFA). Knowledge of the Constitution, and other relevant legislation and regulations. Supply chain

management guidelines for Accounting Officers and prescripts. Knowledge of the Treasury Regulations and Supply Chain Management Framework and Broad-Based Black Economic Empowerment Act (BBBEE). Knowledge and understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Good computer skills (including Word, PowerPoint, and Outlook) with Excel skills. Knowledge of one or more accounting software packages. Good communication and interpersonal skills. Good administration skills. Experience in Post post-school education and Training will be an advantage. A valid driver's licence.

DUTIES : Develop, review, implement and monitor SCM policies in line with relevant legislation. Coordinate (synergies), review, research, analyses and plan the procurement of goods and services of the college. Coordinate review, collect and collate information for the annual procurement plan. Coordinate and support the compilation of tender/quotation specifications. Develop, implement, and maintain the supplier database. Ensure that the suppliers in the database are compliant with prescripts and not backlisted on the National Treasury Central Supplier Database (CSD). Review and process the requisitions for goods and services. Coordinate the safekeeping and distribution of goods. Coordinate the control of stock/inventory. Coordinate the disposal of stock/inventory. Control and safeguarding of all supply chain documentation. Monitor the implementation of the asset management plan of the college. Develop templates and standard operating procedures to facilitate the implementation of the SCM Policy. Oversee the administration of demand, acquisition, and logistics. Ensure the barcoding of all existing and new assets is recorded on the relevant asset register. Review the Fixed Asset Register which must be GRAP compliant. Maintain the electronic and manual filing systems to ensure that they are up to date and cater for all current assets, movements, and disposals. Ensure that the donated assets are captured on the Fixed Asset Register and all the supporting documents are provided by the donor. Allocate duties and do quality control of the work delivered by subordinates. Supervise and manage staff performance. Allocate duties and perform quality controls of the work delivered by subordinates.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/51 : **ASSISTANT DIRECTOR: POLICY AND EVALUATION REF NO: DHET49/10/2023**
Branch: Planning, Policy, and Strategy
Directorate: Policy, Research and Evaluation

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Policy, or Policy Development or a related qualification. A postgraduate qualification (NQF Level 8) in Public Policy, or Policy and Development will be an added advantage. A minimum of three (3) to five (5) years of supervisory experience (SL 7 or 8) in policy development, policy analysis, and monitoring and evaluation. Good decision-making skills; good analytical skills, problem-solving, and facilitation skills, verbal and written communication skills; proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills. Willingness to travel, when necessary. A valid driver's licence.

DUTIES : To provide policy and evaluation support in the Department. Support the Socio-Economic Impact Assessment (SEIAS) process by providing, among others, feedback to the Presidency on DHET SEIAS assessments; facilitate DHET-DPME engagements on SEIAS and monitor the progress of SEIAS assessments in the Department. Support evaluation of departmental policies, programmes, and projects. Provide support for the policy development processes within the Department. Coordinate capacity building on policy and evaluation in the Department.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

- POST 38/52** : **ASSISTANT DIRECTOR: RESEARCH REF NO: DHET50/10/2023**
 Branch: Planning, Policy, and Strategy
 Directorate: Policy, Research and Evaluation
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Social Sciences. A postgraduate qualification (NQF Level 8) in social science discipline will be an added advantage; A minimum of three (3) years' experience in writing research reports in areas pertaining to Post-School Education and Training with experience in management of large- and small-scale research projects; Knowledge of research methodologies and techniques; Experience in providing administrative and content support on research projects; Experience in promoting research utilization. Ability to undertake research and analyse documents. Good decision-making skills; Good analytical skills, problem-solving, facilitation skills, verbal and written communication skills; Proven computer literacy, including advanced MS Word, MS Excel, and MS PowerPoint including report writing and presentation skills policy analysis, and monitoring and evaluation. Willingness to travel, when necessary. A valid driver's licence.
- DUTIES** : To undertake and coordinate research on Post-School Education and Training. Maintain the Research Repository on Post-School Education and Training (PSET); Prepare and disseminate summaries on key research on PSET. Manage small, and large research projects; undertake small research projects; Support the organization of Research Colloquia and other events; Prepare the Research Bulletin on PSET; Prepare the DHET Research Plan and the list of planned and current research on PSET.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/53** : **ASSISTANT DIRECTOR: INFORMATION POLICY IMPLEMENTATION REF NO: DHET51/10/2023**
 Branch: Planning, Policy, And Strategy
 Directorate: Management Information System
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/Management or a related qualification specialising in Policy/Standards development. A minimum of three (3) to five (5) years of proven working experience in the development of standards, policies, Standard Operating Procedures and guidelines, project management and report writing. Intermediate knowledge of the Post-School Education and Training (PSET) sector, and a knowledge of legislation relevant to PSET is required. The desired skills for this position include, but are not limited to, an advanced capability in writing submissions, memos, and meeting minutes as well as producing high-quality reports. Additionally, excellent written and oral communication skills are required, along with proficiency in MS Word, Excel, Access, and PowerPoint, and project management skills. Having experience in data analysis would be beneficial and considered an added advantage. The candidate must have a valid driver's license and willingness to travel when required.
- DUTIES** : The responsibilities of the successful candidate will encompass a wide range of tasks, including but not limited to assisting in the management of forums and committees within the Directorate, contributing to the development and implementation of Standard Operating Procedures and Standards developed by the Directorate such as the Data Quality Assurance standard, Master List Standard, Data Dissemination Standard and any newly developed standards, participating in the development, review, implementation, and monitoring of the Post-School Education and Training (PSET) Information policy, and providing administrative support as required. The successful candidate will be reporting to the Deputy Director in the Information Policy Implementation Sub-Directorate.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

<u>POST 38/54</u>	:	<u>ASSISTANT DIRECTOR: PSET SYSTEM PLANNING REF NO: DHET52/10/2023</u> Branch: Planning, Policy, and Strategy Chief Directorate: Policy, Planning, Monitoring and Evaluation Directorate: PSET System Planning
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management /Education, or a related qualification. Specialised qualifications in planning and or skills development will be an advantage. A minimum of three (3) to five (5) years of work experience in the post-school education and training system is essential. At least three (3) years' experience in planning and in the analysis of skills needs. Experience in the public service will be an advantage. A good track record of working in multiple stakeholder environments is an advantage. Computer literacy. Good communication (verbal and written). Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	Assist in monitoring and reporting on ERRP Skills Strategy. Assist in developing steering mechanisms for PSET system planning and priority skills planning, including the development of frameworks, tools, templates, guidelines and instruments. Update and review the National Plan for PSET as needed. Monitor and report on the alignment of planning and implementation in the PSET system. Provide secretariat and technical support to the Committee for Integrated PSET System Planning, as needed.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/55</u>	:	<u>ASSISTANT DIRECTOR: AFRICA AND MIDDLE EAST REF NO: DHET53/05/2023</u> Branch: Planning, Policy, and Strategy Chief Directorate: International Relations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in International Relations, Developmental Studies/ Public Management, or a related qualification. A minimum of least five (5) years of relevant work experience of which at least three (3) to five (5) years' experience at the supervisory level in international relations. The appointee should have a good understanding of South Africa's higher education and training policies as well as its foreign policy. Excellent communication skills (written and verbal); demonstrated client orientation and interpersonal skills; a team player with good management and administrative skills having the ability to multitask; the appointee will be expected to travel both locally and internationally; work under pressure and odd hours at times. Applicants may be required to undergo competency assessment tests. Willingness to travel and a valid driver's licence.
<u>DUTIES</u>	:	The appointee will report to a Deputy Director and be involved in the promotion of international relations concerning higher education and training matters at both bilateral and multilateral levels in Africa and/or the Middle East; develop and monitor agreements and implementation plans on bilateral cooperation; provide strategic analysis of higher education and training in Africa and/or the Middle East in order to assist in the formulation of cooperation strategies and policy development processes; provide comprehensive status reports and synthesized political and education briefings on international collaboration programmes and projects; liaise with the Department of International Relations and Cooperation and diplomatic missions both internally and externally on bilateral and multilateral matters in higher education and training; maintain relations with education and training institutions, specialised agencies and educational non-governmental organisations working in the field of promoting South Africa's educational objectives abroad; contribute towards the maintenance of a database on international linkages and programmes of all higher education and training institutions through regular updates; manage the logistical and programmatic arrangements for the hosting of incoming international delegations, conference workshops, seminars and outgoing study visits and delegations.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/56 : **ASSISTANT DIRECTOR TO THE OFFICE OF DIRECTOR-GENERAL REF NO: DHET54/10/2023**
Branch: Office of The Director-General

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Office Management, Public Management/Public Administration, or a related qualification. A minimum of five (5) years of work experience in an executive office of which three (3) years of relevant supervisory experience should be mainly in the office of a Director-General or Deputy Director-General. The incumbent will report to the Director in the Office of the Director-General. The primary purpose of the position is to provide high-quality administrative support to the Director-General. The position will be based in Pretoria, but the incumbent will have to travel to Cape Town when necessary. The successful candidate is expected to be a proactive individual with good time management, interpersonal and communication skills, database management, and be able to deal with people from a wide range of backgrounds and levels of seniority and have prior experience in the management of executive offices. Possess good organisational and administrative skills, excellent analytical skills, events coordination, verbal and writing skills, with high respect for confidentiality. The incumbent must be willing to undergo screening for a security clearance. Willingness to travel and a valid driver's licence.

DUTIES : The candidate must have a broad understanding of the South African Higher Education and Training system. The responsibilities of the position will include but are not limited to providing general secretarial and administrative support in the office and to the Director-General such as correspondence, diary management, database telephony coverage, monitoring of e-mails and presentations, using MS Office. He/she will coordinate and organise internal and external meetings, including team meetings, video, and teleconferences, and organising meetings. Logistics in cooperation with the in-house travel agent and external parties if needed for travel and accommodation arrangements will also be part of the work.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NOTE : All short-listed candidates will be required to undertake writing/computer exercises.

POST 38/57 : **ASSISTANT DIRECTOR: GRIEVANCE, DISPUTE AND MISCONDUCT MANAGEMENT REF NO: DHET55/10/2023 (X3 POSTS)**
Branch: Corporate Management Services
Directorate: Grievance, Dispute and Misconduct Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Labour Relations/Industrial Relations/Labour Law/Human Resources Management or related qualification. A minimum of five (5) years of functional experience in Labour Relations with at least three (3) to five (5) years of supervisory experience level. Knowledge of Labour Relations Act; Basic Conditions of Employment Act; Public Service Act; Employment Equity Act; Public Service Regulations; Human Resources Management Policies; Public Service Co-ordinating Bargaining Council's Resolutions; Collective bargaining agreements; Public Service Commission; Policy/guidelines formulation; Public Finance Management Act. Skills: Management; Problem-solving; Planning and Organising; Leadership; Interpretation of legislations/policies; Budgeting/Financial; Negotiating; Verbal and Written Communication; Presentation; Computer literacy (Microsoft Package); Interpersonal relations; Statistical Analysis and Reporting; Project management. A valid driver's licence.

DUTIES : Responsible for investigating misconduct cases and compiling investigation reports. Management of Discipline, represent the Department during formal disciplinary hearings, provide advice on informal disciplinary hearings and

ensure the implementation of disciplinary sanctions. Investigate and finalise all grievances and complaints received from employees in the Department / Colleges. Coordinate and provide support in terms of representing the Department in all disputes referred to the Public Service Sectoral Bargaining Council / General Public Service Sectoral Bargaining Council / Education Labour Relations Council and the Commission for Conciliation, Mediation and Arbitration. Manage the information and records of all activities in the Labour Relations in the region. Manage resources of the section. Monitor precautionary suspensions in the region. Render advisory services to management and employees on dispute prevention and resolution. Monitor and evaluate labour relations trends in the region. Facilitate training on labour relations matters Ensure compliance on capturing of cases on PERSAL.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/58 : **ASSISTANT DIRECTOR: BAS SYSTEM AND FINANCIAL REPORTING**
REF NO: DHET56/10/2023
Branch: Chief Financial Officer
Chief Directorate: Financial Management

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or a related qualification. A minimum of three (3) to five (5) years of supervisory experience in financial experience. In-depth knowledge of the Basic Accounting System (BAS) and the compilation of financial statements. Other requirements will be in-depth knowledge of the requirements of the PFMA and Treasury Regulations; good interpersonal, communication and managerial skills; experience in clearing accounts; ability to work under pressure with strict deadlines; and good computer literacy skills (MS Excel and MS Word). Skills: Friendly and trustworthy, Accuracy, Confidence, Ability to work under pressure, Ability to work in a team and independently, Assertiveness and Self-starter. A valid driver's licence.

DUTIES : Prepare the Interim and Annual Financial Statements of the Department; Provide training in the section as well as to officials in the Department on aspects of BAS and financial statements; Ensure that the financial system (BAS) is operational and report any discrepancies to National Treasury and the BAS call Centre; Maintaining the BAS code structures and security profiles and to communicate updates on a regular basis to staff in the Department; Ensure that all relevant security checks are done on a regular basis on the BAS system; Identify and institute corrective measures for financial system risk; Monitor proper integration of the financial system; Managing of staff related matters in the section and Requesting of BAS reports when required. Communications with (internal): Colleagues and managers within the Department. Communications with (external): National Treasury and the Auditor-General.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/59 : **EXECUTIVE ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET57/10/2023**
Branch: Corporate Management Services
Office of The Deputy Director-General: Corporate Management Services

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

DUTIES : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type

and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to inquiries received from internal and external stakeholders. Redirect queries that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings, and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/60 : **SENIOR PRACTITIONER: ORGANISATIONAL DEVELOPMENT REF NO: DHET58/10/2023**
Branch: Corporate Management Services
Chief Directorate: Human Resource Management and Development

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Management Services/Production Management /Organisational Development/ Work Study/Human Resource Management or related qualification. A job Evaluation Certificate will be an added advantage. A minimum of two (2) to three (3) years of relevant experience in Organisational Design and Job Evaluation in the Human Resource environment. Exposure to Post-Provisioning Norms (PPN) will be an added advantage. Knowledge and understanding of applicable HR legislation (Public Service Regulations, Public Service Acts, Treasury Regulations, Public Finance Management Act (PFMA), etc. and organisational Design principles, procedures, PSCBC resolutions, and DPSA directives applicable. Excellent planning and organizing skills, interpersonal and decision-making skills. Good written and verbal communication skills. Good computer literacy (MS Word and Excel). Willingness to travel and work extra hours. A driver's licence is essential.

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

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/61 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET59/10/2023**
Branch: Technical and Vocational Education and Training
Directorate: TVET Monitoring and Evaluation

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/Management/ business administration and/or monitoring and evaluation or related qualification. A minimum of two (2) to three (3) years of relevant experience in rendering administrative functions. Relevant experience in monitoring evaluation and planning in government is an advantage. Applicants must have good interpersonal and communication competencies and be able to write complex reports and submissions. Effective problem-solving and financial management skills, as well as operational knowledge of and data administration skills, are essential. Applicants must be computer literate with working competence in Microsoft Office programmes such as Word, Excel, Power BI (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required. Knowledge of the PFMA, Public Service Act and Regulations, and corporate services (IT, HR, and finance) is an advantage.

DUTIES : Provide support pertaining to strategic planning and performance reporting by TVET colleges. These include but are not limited to assisting with setting up structures for reporting TVET college performance as well as administering performance reporting, executing analysis and review of reports, and compilation of related correspondence and reports. Assist with the administration of maturity assessment and reporting. Support the implementation of standard operating procedures in terms of student admission, registration, and enrolment management – these may require site visits. Assist with all monitoring and evaluation activities performed by the directorate. Assist and support key functions in the directorate for example enrolment verification and data collection and analysis. Render administrative functions such as monitoring and administration of the budget and finances of the directorate.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/62 : **SAFETY OFFICER: CORPORATE SERVICES REF NO: DHET60/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Polokwane
: An appropriate bachelor's degree/ national diploma (NQF Level 6) in Safety Management or related qualification. Practical experience in Office Management and Technology/Public management. A minimum of two (2) to three (3) years of relevant experience in an Administration environment. Knowledge of Occupational Health and Safety. Knowledge of Public Service legislation 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.

DUTIES : Identify potential hazards and potential major incidents (conduct comprehensive Hazard Identification and Risk Assessment at the Regional Office on an annual basis, organise Occupation Health and Safety (OHS) compliance audits by appropriate authorities). Develop, implement, and monitor the OHS management system (conduct health and safety risk assessment in the Regional Office's building, develop OHS management system, and ensure effective maintenance and servicing of all fire equipment). Support CET and TVET Colleges by coordinating OHS-related training and continuous educational programs (arrange and provide OHS induction on new employees and continuous awareness and educational programs to all staff members). Support the Regional Directorates in the monitoring of OHS compliance in the Colleges. Develop intervention strategies whenever required. Manage human, financial, and other resources in the unit (manage Human resources in the unit and assess the performance of staff).

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/63 : **LIAISON OFFICER: OFFICE OF THE REGIONAL MANAGER REF NO: DHET61/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF 6) in Public Management, Office Management, or Communication /Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in Office Administration or Liaison Officer or Branch Coordination in the Public or Private sector. Knowledge of public service legislation, regulations, and policies, PFMA, Knowledge of drafting media statements, Knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality, and Code of Ethics, Interpersonal relations skills, Innovative and creative, Project management skills, Report writing skills, Computer Literacy Microsoft Word,

		Excel, PowerPoint, and Outlook and be prepared to work extended hours. A valid driver's licence.
<u>DUTIES</u>		Overall coordination of the Regional Office with all relevant Departments (National, Provincial, and Local), entities, and stakeholders. Liaise with all the relevant stakeholders to ensure effective communication and collaboration with the Regional Office. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and support with the establishment and implementation of Partnerships. Provide general administrative support in the office of the Regional Manager. Consolidate and prepare all relevant reports, submissions, and memoranda. Record minutes/resolutions and communicate/disseminate to relevant role players, follow up on progress made, and prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Regional Manager and ensure circulation. Provide professional support to the Region regarding media-related matters. Facilitate and coordinate the design of publication and production material for the Region, Review and analyse policies. Perform all other duties as and when requested by the Regional Manager.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/64</u>	:	<u>LIAISON OFFICER: OFFICE OF REGIONAL MANAGER REF NO: DHET62/10/2023</u> Branch: Technical and Vocational Education and Training Component: Western/Northern Cape Regional Office
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Cape Town An appropriate bachelor's degree/national diploma (NQF 6) in Public Management, Office Management, or Communication /Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in Office Administration or Liaison Officer or Branch Coordination in the Public or Private sector. Knowledge of public service legislation, regulations, and policies, PFMA, Knowledge of drafting media statements, Knowledge of Public Relations, Communication, and protocol, Communication Skills (written, presentation, verbal, and listening), Confidentiality, and Code of Ethics, Interpersonal relations skills, Innovative and creative, Project management skills, Report writing skills, Computer Literacy Microsoft Word, Excel, PowerPoint, and Outlook and be prepared to work extended hours, valid driver's licence.
<u>DUTIES</u>	:	Overall coordination of the Regional Office with all relevant Departments (National, Provincial, and Local), entities, and stakeholders. Liaise with all the relevant stakeholders to ensure effective communication and collaboration with the Regional Office. Overall coordination and monitoring of the ongoing activities within the Regional Office, CET, and TVET Colleges. Assist and support with the establishment and implementation of Partnerships. Provide general administrative support in the office of the Regional Manager. Consolidate and prepare all relevant reports, submissions, and memoranda. Record minutes/resolutions and communicate/disseminate to relevant role players, follow up on progress made, and prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the Regional Manager and ensure circulation. Provide professional support to the Region regarding media-related matters. Facilitate and coordinate the design of publication and production material for the Region, Review and analyse policies. Perform all other duties as and when requested by the Regional Manager.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/65</u>	:	<u>SENIOR SUPPLY CHAIN PRACTITIONER (DEMAND AND ACQUISITION) MANAGEMENT) REF NO: DHET63/10/2023</u> Branch: Chief Financial Office Directorate: Supply Chain Management
<u>SALARY CENTRE</u>	:	R359 517 per annum (Level 08) Pretoria

- REQUIREMENTS** : An appropriate bachelor's degree/national diploma (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Public Administration/ Business Management/ Logistics Management or related qualification. A minimum of three (2) to three (3) years of work experience in Demand and Acquisition Management. Knowledge of the PFMA, PPPFA, SCM guidelines, Treasury Regulations, Supply Chain Framework Act, and B-BBEE Act. Skills in management of three Bid Committees, BSC, BEC, and BAC. Good interpersonal, verbal, and written communication skills. Customer relationship and change management skills. Ability to solve problems (decision-making) and effectively interact with stakeholders at all levels within the Department. Analytical, planning, and organizing skills. A valid driver's licence.
- DUTIES** : Assist end users with the timely development of the specifications/ terms of reference for sourcing quotes and bids. Assist end users with the compilation of Demand Management Plans and Procurement Plans. Source suppliers from CSD on a rotation basis and ensure compliance with demand & acquisition management principles. Coordinate briefing sessions. Compile and update bid and contract register; compile tender (bid) documents in consultation with the Bid Committees or as required. Publication of terms of reference/specifications for bids; receive and register bids; conduct pre-administration check on bids received; store bid proposals and publish details of proposals received and awards made. Provide bid committee assistance including but not limited to secretarial function. Coordinate bid-related matters with end users. Compile contract files stemming from departmental bids; ensure safe storing of documents and information for record and audit purposes. Prepare management information, reports, statistics, and reporting on procurement to management. Supervision of staff.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/66** : **SENIOR ADMINISTRATIVE OFFICER REF NO: DHET64/10/2023**
Branch: Planning, Policy, and Strategy
Chief Directorate: Policy, Planning, Monitoring and Evaluation
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or related qualification. A minimum of two (2) to three (3) of experience in administration and secretarial support services. Knowledge of financial management systems. The ideal candidate should be proficient in MS Office, typing, and written and verbal communication skills. Computer literacy (MS Word, MS Excel, and MS PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing and time management, and presentation skills. Willingness to travel, when necessary. A valid driver's licence.
- DUTIES** : Responsible for overall general administration in the Chief Directorate including coordination of meetings. Provide office administration support, including filing, tracking, and processing of documents and correspondence. Performance of administrative tasks such as taking minutes, and typing correspondence such as reports, letters, and internal memos. Provide clerical support in the development of strategic plans and annual performance plans. Provide clerical duties and support, File copies of all documentation. Logistic arrangements as required.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/67** : **PRINCIPAL COMMUNICATION OFFICER REF NO.: DHET65/10/2023**
Branch: Corporate Management Services
Directorate: Marketing and Public Relations
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Communication/Marketing/Public Relations or related qualification. A minimum of two (2) to three (3) years of working experience in a marketing/communication environment. Knowledge of social media practices and channels. Understanding of the importance of brand guidelines and

applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge of events management. Knowledge and understanding of digital marketing. Excellent written and verbal communication skills with a keen eye for detail. A good understanding of National government administrative policies, procedures, and planning. Graphic Design Knowledge will be an added advantage. Skills: Administrative, Planning and organizing, Report writing, Communication and interpersonal, Problem-solving, Computer literacy, Analytical, Planning and organising, and People management. A valid driver's licence.

DUTIES

: Develop and implement comprehensive communication plans to promote the Department's programs, policies, and events. Coordinating and planning all marketing and communication strategies, budgets, projects, and events in line with National government administrative policies, procedures, and planning. Create engaging and informative content for press releases, articles, social media, website updates, and other communication platforms. Manage media relations, including cultivating relationships with journalists, responding to media inquiries, and organizing press conferences. Monitor media coverage and provide regular reports and analysis to management. Manage social media pages and generate reports for senior management. Coordinate public awareness campaigns and outreach activities to increase public understanding of higher education and training initiatives. Support internal communication efforts to ensure consistent messaging and alignment with organizational goals. Ensure the provisioning of public relations and media liaison services. Manage all events including exhibition participation, official functions, and special marketing events. Ensure the provision of photographic services at events and drafting of articles. Manage the marketing of the department through branding at these events. Maintain the Department's social media channels. Stay up to date with industry trends, best practices, and emerging communication technologies to continually enhance the Department's communication strategies.

ENQUIRIES

: Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/68

: **SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION SUPPORT AND IT PROCUREMENT REF NO: DHET66/10/2023**
Branch: Technical and Vocation Education and Training
Directorate: National Examinations and Assessment

SALARY CENTRE REQUIREMENTS

: R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of working experience rendering administrative functions. Relevant administrative experience in examinations will be an added advantage. The candidate must have good interpersonal and communication skills in terms of liaising with college officials, good knowledge of the Public Financial Management Act (PFMA), Excellent organization, record keeping, and electronic and manual filling skills, good knowledge of budget, good knowledge of public service procurement frameworks and policies, good report writing skills, Computer literacy (MS Word, Ms Excel, and Ms PowerPoint). Must be able to work independently as well as in a team and be willing to work overtime. A valid driver's licence.

DUTIES

: Responsible for administrative support with respect to all National Examinations of all TVET Colleges for the Public, Private, and Correctional Services. Facilitation and coordination of procurement and provisioning of goods and services within the Directorate; Facilitate and coordinate the processing of invoices for transversal contracts; Render administrative support with regards to shuttle, accommodation, and flight bookings for the Directorate; Checking and finalization of the S&T Claims, telephone, and fax account; Administration of the Chief Directorate' GG vehicle, messengers, registry and other support services. Supervise registration of new Private and Public TVET Colleges; Responsible for the administration of the conduct of examinations, the extraction and evaluation of data from the compliance tools; Liaising with Provincial Officials and College officials with regards to registration; Compiling weekly statistics and maintaining an electronic database; Provide administrative support to Colleges with regard to examination concessions, state of readiness and monitoring of examinations;

		Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurors; Processing of claims for AET and Nated claims; Human Resources Management and Leave controls.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/69</u>		<u>SENIOR ADMINISTRATION OFFICER: ADMINISTRATION SUPPORT REF NO: DHET 67/10/2023</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF Level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of working experience in the administrative field. Relevant experience in examinations is required. The applicant must also have the following skills: Good interpersonal and communication skills – liaising with college officials, General correspondence, extracting, compiling, recording data and responding to queries, Computer literacy, especially the use of MS Word and Excel, Excellent organizational, record keeping and electronic and manual filing skills, Must be able to work independently as well as in a team; as well as being willing to work extra hours and under pressure. A valid driver's licence.
<u>DUTIES</u>	:	Facilitation and coordination of procurement and provisioning of goods and services within the Directorate. Facilitation and Coordination of the processing of invoices for transversal contracts i.e. courier speed services and Minolta, rendering administrative support with regards to shuttle, accommodation and flight bookings for the Directorate, Checking and finalization of the S&T Claims, telephone and fax account. Administration of the Chief Directorate's GG vehicles, messengers, registry, and other support services. Supervise registration of new Private and Public TVET Colleges. Responsible for the administration of the conduct of examinations – the extraction and evaluation of data from the Compliance tools. Liaising with Provincial Officials and College officials with regard to registration. Compiling weekly statistics and maintaining an electronic database. Provide administrative support to colleges with regard to examination concessions, state of readiness and monitoring of examinations. Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Assurors. Processing of claims for AET and Nated claims Human Resource Management and Leave controls. The applicant will be responsible for the administrative support in respect of all National examinations of all TVET Colleges for the Public, Private and Correctional Services centres to achieve the following goals.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/70</u>		<u>SENIOR ADMINISTRATIVE OFFICER: ADMINISTRATION COORDINATION AND COMMUNICATION REF NO: DHET68/10/2023</u> Branch: Corporate Management Services Chief Directorate: Human Resource Development Council (HRDC)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant work experience in providing effective administrative and logistical support for the provision of administration, coordination, and communication services. Competencies required: Office administration, communication skills, stakeholder management, general logistics and procurement skills event coordination, and computer literacy. Good (verbal and written) communication skills.
<u>DUTIES</u>	:	The Senior Administration Officer: Administration, Coordination and Communication Services will assist in the following duties: Prepare and manage correspondence, reports, and documents. Organise and coordinate meetings, conferences, and travel arrangements. Assist with the day-to-day

work of the Programme. Organise internal and external events. Handle incoming mail and other material. Keep an accurate record of the correspondence. Process Subsistence and transport claims and cell phone claims on behalf of the Programme officials. Communicate verbally and in writing to answer inquiries and provide information. Liaison with internal and external contacts. Effectively operate office equipment and manage office space. Follow up on messages on behalf of the Director and make sure that people respond. Manage the leave register of the Directorate. Copy and distribute documents as requested. Ensure the smooth running of the Directorate.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/71 : **SENIOR ADMINISTRATION OFFICER: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET69/10/2023**
Branch: Corporate Management Services
Chief Directorate: Human Resource Development Council Secretariat

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Public Administration/ Management or a related qualification. A minimum of two (2) to three (3) years of relevant work experience in executing the planning, monitoring, evaluation, and reporting. Competencies required: planning and organisational skills, project management and report writing, ability to conduct desktop research and write reports, good interpersonal skills, computer skills, and must have understanding and knowledge of monitoring and evaluation issues in the country, knowledge of public sector regulations, systems and processes and ability to interact professionally and work as a team. Good oral and written communication skills.

DUTIES : To provide support in determination of HRDC-related monitoring and evaluation; To provide support in overlooking the work of HRDC and producing quarterly and annual reports; to participate in planning, reporting, monitoring and evaluation system; To liaise with various Standing Committees on issues of planning, reporting, monitoring and evaluation; To perform administrative duties; To provide support in monitoring and works of the Standing Committees and other programmes within the HRDC Secretariat; To liaise with various institutions departments and other organisations dealing with monitoring and evaluation issues; To liaise in providing inputs on monitoring and reporting value chain including planning and reporting; To provide support in the development of reports for human resources and skills required in priority and emerging sector.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/72 : **EXECUTIVE ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL REF NO: DHET70/10/2023**
Branch: Planning, Policy, and Strategy

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

DUTIES : Provide effective administrative functions in the office of the Deputy Director-General (DDG). Manage and administer the DDG's diary and itinerary. Type and prepare all the necessary documentation for the DDG. Ensure the safekeeping and filing of all documentation and records in the office of the DDG. Ensure the smooth running of the DDGs' office by handling all correspondence and queries requiring the attention of the DDG. Respond to enquiries received from internal and external stakeholders. Redirect queries

that do not need DDGs' attention. Handle and manage cash flow in the office of the DDG including petty cash. Perform routine duties in the office of the DDG including telephone, travel arrangements, hotel bookings and arranging appointments and meetings with stakeholders. Maintain the professional image of the Deputy Director-General's office.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / mk Ms N Liwane Tel No: (012) 312 6365

POST 38/73 : **CHIEF ADMINISTRATIVE CLERK REF NO: DHET71/10/2023**
Branch: Planning, Policy, and Strategy
Chief Directorate: Strategic Planning and Reporting

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
Pretoria
: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma in Public Administration/management or a related qualification will be an added advantage. A minimum of three (3) to five (5) years of work experience in administration. Strong administrative and organizational skills and computer literacy. Research skills. Report writing skills. Ability to work independently, as well as in a team, Good interpersonal skills, good verbal and written communication skills, attention to detail, initiative, and self-motivation. Knowledge of relevant legislation/policies/prescripts and procedures e.g., PFMA, Batho Pele. Basic knowledge of financial administration.

DUTIES : The successful candidate will be expected to render general administrative support for the Directorate, minute taking, recording, organizing, capturing, and retrieving correspondence and data. Draft letter submissions and other documents. Handle outgoing and incoming correspondence. Update schedules, registers, and statistics. Handle routine enquiries. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the Directorate and ensure an effective information system.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/74 : **LABOUR RELATIONS OFFICER: GRIEVANCE, DISPUTE AND MISCONDUCT MANAGEMENT REF NO: DHET72/10/2023 (X2 POSTS)**
Branch: Corporate Management Services
Directorate: Grievance, Disputes and Misconduct Management

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
Pretoria
: Appropriate bachelor's degree/national diploma (NQF Level 6) in Labour Relations/Industrial Relations/Labour Law/Human Resource Management or a related qualification. A minimum of one (1) to two (2) to functional experience in the Labour Relations portfolio. Knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management and LR processes. Willingness to work beyond the normal working hours when the need arises. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint, and Outlook). Good communication skills, both written and verbal. Strategic thinking and meticulous record keeping as well as a valid light vehicle driver's licence.

DUTIES : Facilitate workplace relations in the Department by developing, implementing, and maintaining policies, labour relations prescripts, guidance, and clear procedure manuals. - Interpreting and ensuring compliance with Department policies, prescripts guidelines and provisions of the collective bargaining agreements. Investigate misconduct cases. Coordinate departmental disciplinary hearings. Represent the Department in dispute resolution processes e.g., at Bargaining Council or CCMA. Advise line managers and employees on labour relations matters. Compile submissions and or reports on disciplinary, appeals, precautionary suspensions, and dispute matters. Administer the case management system. Compile the Labour Relations statistical report and submit it to DPSA and or OPSC and management. Arranging meetings and taking minutes during the meetings. Arrange Labour Relations workshops and assist in conducting training.

- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- NOTE** : Shortlisted candidates will undergo a computer test.
- POST 38/75** : **PERSONNEL PRACTITIONER: HRM&D CORPORATE SERVICES REF NO: DHET73/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF 6) in Human Resource Management/Human Resource Development/Administration or equivalent qualification. The Personnel Administration PERSAL Certificate is essential. A minimum of one (1) to two (2) years of experience in a Human Resource Management environment. Knowledge of Human Resource Management Legislation, Regulations, and Policies. Personnel Administration PERSAL system. Good facilitation skills, organizational, coordination, presentation, and report writing skills. Knowledge of Performance Management and Development processes, Public Service Regulations, other HR legislation, prescripts, and the PERSAL system. Good communication skills (verbal and non-verbal), negotiation, team building, problem-solving, conflict resolution, and the ability to work under pressure. Computer Literacy in Ms. Office (MS Word, Excel, PowerPoint, and Outlook). Willingness to travel and a valid driver's license.
- DUTIES** : Monitor and coordinate Recruitment and Selection processes. Implement and execute effective Human Resource functions. Formulate advertisements. Coordinate and manage employment equity and render an effective HR advisory service to management and employees. Provide training and support to subordinates. Manage and support the performance of subordinates. Allocate and control delegated work and provide monthly statistics and reports. Control and provide administrative services and ensure compliance with applicable legislation. Implementation and monitoring of appointments, transfers, translations, allowances GEHS, and Terminations. Perform other duties requested by supervisor.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/76** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (EXECUTIVE OFFICER) REF NO: DHET74/10/2023**
Branch: Skills Development
Component: National Skills Authority
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)
: Pretoria
: An appropriate bachelor's degree/national diploma (NQF level 6) in Office Management/ Public Management/Administration or a related qualification. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support to the Senior Manager. Good interpersonal and communication skills to interface with people from diverse backgrounds. Sound knowledge of the Skills Development Act, Skills Development Levies Act, National Skills Development Strategy, Public Financial Management Act, South African Qualification Authority Act, and National Qualification Framework. Reasonable experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Good organizational and basic events management skills. Willingness to travel and a valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following duties: Perform scheduling activities coordinate the Executive Officer's diary and schedule meetings and engagements both internally and externally and domestically and internationally. Coordinate the Executive Officer's travel and logistical arrangements including flights, hotel bookings, visa and transfers, requisitions, and travel claims. Arrange meetings for the Executive Officer including venues and catering as required. Prepare meeting agendas and circulate them to the required people. Record, finalise, and distribute meeting minutes to the required people. Provide and distribute documentation packs to meetings with the Executive Officer. Answer all telephone calls courteously and with speed,

performing screening and directing them to the relevant offices. Send emails and letters on behalf of the Executive Officer. Maintain a database of any individuals and their contact details that the Executive Officer may require to speak to, ensuring speedy connectivity. Liaise with external stakeholders as required for information and planning. File, register, and track all documentation. Prioritise all correspondence timeously and finalise memos and letters before acquiring a signature from the Executive Officer. Maintain an efficient filing and document control system for the Office of the Executive Officer. Collect and coordinate the documents that relate to the Office of the Executive Officer's budget. Participate as an active member of the NSA. Act professionally as the contact person of the Office of the Executive Officer.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/77 : **CHIEF SECURITY OFFICER REF NO: DHET75/10/2023**
Branch: Skills Development
Chief Directorate: National Artisan Development

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Olifantsfontein
: The requirements for Chief Security Officer: An appropriate national senior certificate/grade 12 certificate plus a national diploma in Security Management. The candidate must have a PSIRA. Certificate Grade C and a valid driver's license. A minimum of three years of supervisory experience in security. Knowledge of legislation relevant to the post, Departmental Policies and procedures, Batho Pele Principles. and good knowledge of MISS and MPSS. Good knowledge of administration and report writing skills. Good knowledge of the control of the Access to Public Premises and Vehicle Act. Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills, and problem-solving skills. Administrative skills.

DUTIES : Provide effective and efficient security services, Manage and ensure effective implementation of access control procedures, Manage and provide effective security services to business units and management support services, Manage and control client services to visitors and stakeholders, Control and manage the leave policy of the Department, Compile monthly report and submit to the Manager of the section, Perform administrative tasks, attend meetings of Occupational and Safety, Manage all assets and consumables, Conduct investigations and produce a preliminary report on all incidents.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/78 : **STATE ACCOUNTANT: CORPORATE SERVICES REF NO: DHET76/10/2023**
Branch: Technical and Vocational Education and Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R294 321 per annum (Level 07)
: Polokwane
: An appropriate bachelor's degree/national diploma (NQF Level 6) in Financial Management /Accounting or a related qualification. A minimum of one (1) to two (2) years of relevant experience in Budget Management. Other Skills/ Requirements: Knowledge and experience in BAS, and PERSAL. Thorough knowledge of PFMA, Treasury Regulations and financial management policies and procedures. Must be computer literate (Microsoft Word, PowerPoint, and Excel). Candidates must have work experience in Budget processes, Accounts Payable and Supply Chain Management processes. Sound accounting skills. Ability to work under pressure and meet deadlines. Willingness to travel and a valid driver's license.

DUTIES : The successful candidate will be responsible for compiling and monitoring the of budget the Limpopo Regional Office. Assist in the coordination and preparation of the budget by providing technical support to the programmes for the MTEF budget process. Compile monthly, quarterly, and annual expenditure reports. Monitor budget spending by setting policies and procedures. Ensure that misallocations are cleared monthly. Quality checks all requisitions and ensures SCOA allocation is committed in the relevant items and corrected where needed. Provide technical support and advice to

		Limpopo Regional Office Staff, programme managers and institutions. Assist in preparing audit packs for internal and external audit purposes. Basic knowledge of supply chain duties and practices as well as the ability to capture data, operate computers and collect statistics. Provide efficient procurement services to the Region. Ensure compliance with policies and procedures that regulate and govern Supply Chain Management. Ensure that all appropriate procedures are followed pertaining to the procurement of stock and services. Maintain proper updates of the Procurement Register for requisitions made. Prepare monthly Procurement Reports and monitor procurement plans. Perform any other finance-related functions as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/79</u>	:	<u>STATE ACCOUNTANT: SALARY PAYMENTS AND DEDUCTIONS REF NO: DHET77/10/2023</u> Branch: Chief Financial Officer Chief Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or related qualification. A minimum of one (1) to two (2) years of appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	:	Check and authorize salary related transactions on PERSAL and BAS for Departmental officials, Control the payment of supplementary claims such as overtime, sessional allowances and advances, Control the instating of maintenance orders, Control the cancellation of deductions such as insurance policies, Check and authorise Local and Foreign travel and subsistence claims, Control payments of salary claims, Control the correctness of the distribution of PERSAL Item Analysis reports to Financial Institutions and the filing of these reports on a monthly basis, Control the clearing, reconciling and reporting on the state of salary related ledger accounts, Control leave and lump sum payments, Control the compilation of the Monthly BAS/PERSAL interface reconciliations, Follow up and resubmit PERSAL exceptions on BAS, Debtor control: Check and approve salary related debt calculations and transactions to be effected on the BAS and control debt documentation, Manage and respond to enquiries related to this function and Supervise the work performance of subordinates by inter alia, allocating and controlling work and maintaining office discipline. Requesting of BAS reports when required Filing of claim-related documents. Communications with (internal): Colleagues and officials of the department (both permanent and on contract). Communications with (external): Insurance companies, the pension fund, medical aid schemes, and the Auditor-General.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/80</u>	:	<u>STATE ACCOUNTANT: INSPECTORATE REF NO: DHET78/10/2023</u> Branch: Chief Financial Officer Chief Directorate: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Pretoria An appropriate bachelor's degree/national diploma (NQF level 6) in Accounting/ Financial Management or related qualification. A minimum of one (1) to two (2) years of appropriate experience in Government Financial Accounting; the PERSAL and BAS system, knowledge and understanding of the PFMA and Treasury Regulations; knowledge and understanding of the Basic Accounting System (BAS); good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills;

		analytical skills; liaison skills; client orientation skills; financial management skills; presentation skills; customer care skills. Skills: Friendly and trustworthy; Accuracy; Confidence; Ability to work under pressure; Ability to work in a team and independently; Assertiveness; and Self-starter.
<u>DUTIES</u>	:	Assist in the provision of financial training to officials of the Department; Check transactions of the Department; Update and review all financial policies and procedures; Ensure the implementation of policies and procedures; Liaise with regional offices on financial matters; Assist in the performance of regular inspections to various sites of the Department; Requesting of BAS reports when required and Filing of claim related documents, communications with (internal): Colleagues and officials of the department (both permanent and on contract). Communications with (external) Auditor-General.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/81</u>	:	<u>GENERAL ADMINISTRATION CLERK REF NO: DHET79/10/2023</u> Branch: Office of Director-General Chief Directorate: Executive Support and Coordination
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate National Certificate/ Senior Certificate/Grade 12 certificate (Vocational) (NCV) level 4 certificate. A minimum of one (1) to two (2) years of relevant Clerical/ Administrative work experience is required. An appropriate national diploma in Public Management or Public Administration will be an added advantage. Knowledge of administrative and/or clerical duties in the Deputy Director-General's office or higher office; ability to capture data; operating a computer; collecting statistics. Knowledge of procedure in terms of the working environment and the legislative framework governing the Public Service; Computer literacy and the use of the following computer applications: MS Word, Excel, PowerPoint, and Outlook. Planning and organizing; Good verbal and written communication; client orientation and customer focus, working independently or with limited supervision, accountability, ethical conduct, and professional writing and report writing skills.
<u>DUTIES</u>	:	The incumbent will be responsible for rendering general clerical support services: record, organize, store, capture and retrieve correspondence and data (line function); update registers statistics; handle routine enquiries; make photocopies and receive or send facsimiles; distribute documents/ packages to various stakeholders as required; keep and maintain the filing system for the component; type letters and/or other correspondence when required; keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component; liaise with the external and internal stakeholders in relation to the procurement of goods and services; obtain quotations, and complete procurement forms for the purchasing of standard office items; stock control of office stationery. Keep and maintain an asset register of the component: maintain a leave register; keep and maintain personnel records; keep and maintain an attendance register; arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in the component; check the correctness of substance and travel claims of the officials and submit for approval; handle telephone accounts and petty cash for the component.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/82</u>	:	<u>GENERAL ADMINISTRATION CLERK: PLANNING, MONITORING, EVALUATION AND REPORTING REF NO: DHET80/10/2023</u> Branch: Skills Development Component: Human Resources Development Council (HRDC)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 and/or NCV certificate (Level 4). A minimum of one (1) year to two years of relevant work experience in rendering administrative functions. An appropriate bachelor's degree/national diploma in Public Administration/Management or related qualification will be an added advantage. An understanding of planning,

reporting, monitoring, and evaluation of programmes. competencies required: planning and organisational skills, report writing, good interpersonal skills, computer skills; knowledge of monitoring and evaluation issues in the country, knowledge of public service regulations, systems and processes, good communication skills, and ability to interact professionally and work as a team. Good oral and written communication skills.

DUTIES : Provide administration, logistical, and operational support to the smooth functioning of the HRDC Strategic planning and review sessions. Assist in managing the reporting function of the HRDC Secretariat. Participate in preparation to produce the annual performance and operational plans. Assist in the management activities and functions of, Monitoring and Evaluation of the work of HRDC.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/83 : **SECRETARY TO THE DIRECTOR CET CURRICULUM AND INSTITUTIONAL SUPPORT REF NO: DHET81/10/2023**
Branch: Community Education Training
Component: Limpopo Regional Office

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Polokwane
: An appropriate national senior certificate/grade 12 and/or / NCV certificate (Level 4). A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. An appropriate bachelor's Degree/National Diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including records, safekeeping, and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow, and petty cash.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/84 : **SECRETARY TO THE DIRECTOR: SKILLS AND CORPORATE MATTERS REF NO: DHET82/10/2023**
Branch: Planning, Policy, and Strategy
Chief Directorate: Legislative and Legal Services

SALARY : R202 233 per annum (Level 05)

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree national diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
<u>DUTIES</u>	:	Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including records, safekeeping, and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow, and petty cash.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/85</u>	:	<u>GENERAL ADMINISTRATION CLERK REF NO: DHET83/10/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05)
	:	Pretoria
	:	An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF level 6) in Office or Public Administration or equivalent qualifications will be an added advantage. A minimum of one (1) to two (2) employment experience in monitoring, evaluation, and planning in government as well as performance reporting by TVET colleges is an advantage. Applicants must have good interpersonal and communication competencies and be able to write minutes, reports, and submissions. Effective problem-solving skills and operational knowledge of data administration skills are essential. Applicants must be computer literate with working competence in Microsoft Office 365 programmes such as Word, Excel (especially), Access, PowerPoint, and Outlook. Experience and competence in general office administration and events management are also required.
<u>DUTIES</u>	:	Provide administrative support pertaining to strategic planning and performance reporting by TVET colleges. Provide administrative support pertaining to the implementation of the maturity model for TVET colleges. Administratively support student admission, registration, and enrolment management at TVET colleges, and deploying for site visits may be required. Administratively support all monitoring and evaluation activities performed by the directorate. These include but are not limited to data and information management; receiving and tracking of performance report submissions within

		the current systems and data surveys; generating and communicating reports, executing analysis and review of reports and compilation of related correspondence and reports. Execute general office administration duties.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/86</u>	:	<u>SECRETARY TO THE DIRECTOR TO TVET MONITORING AND EVALUATION REF NO: DHET84/10/2023</u> Branch: Technical and Vocational Education and Training Directorate: TVET Monitoring and Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/ Grade 12 and/or NCV certificate (Level 4. An appropriate bachelor's degree/national diploma in public or business administration or a related qualification will be an added advantage. A minimum of one (1) to two (2) employment experience in rendering administrative and secretarial support. Good interpersonal and communication skills to interface with people from diverse backgrounds. Reasonable experience in using computer applications Ms Word, Excel, PowerPoint, Outlook, and Access. Good organizational and basic events management skills. The capability to create systems to manage data and information, presentations, and financial matters, will be an added advantage.
<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties: Provide administrative support in the Director's office. Manage and administer the Director's diary and itinerary. Type and prepare all the necessary documentation and records in the office of the Director in line with the relevant legislation and policies. Ensure the smooth running of the Director's office by handling all correspondence and queries requiring the attention of the Director. Respond to inquiries received from internal and external stakeholders. Obtain inputs, collate, and compile reports and minutes. Clarify instructions and notes on behalf of the Director. Perform routine duties in the office of the Director, including telephone, travel arrangements, accommodation bookings, arranging appointments and meetings with stakeholders and procurement. Interface with internal and external clients. Support key functions of the directorate and participate in related activities.
<u>ENQUIRIES</u>	:	Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
<u>POST 38/87</u>	:	<u>GENERAL ADMINISTRATION CLERKS (ADMINISTRATION SUPPORT AND REGISTRATIONS OF CENTRES, AND CLAIMS REF NO: DHET85/10/2023 (X2 POSTS)</u> Branch: Technical Vocational Training and Education Directorate: Examination Management and Monitoring
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Pretoria An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF level 6) in Office or Public Administration or equivalent qualifications will be an added advantage. A minimum of one (1) to two (2) employment experience in Administration. Relevant experience in examinations will be an added advantage. The applicants must also have the following skills: Good interpersonal and communication skills – liaising with college officials. General correspondence – extracting, compiling, recording data and responding to queries. Computer literacy, especially the use of MS Word and Excel. Excellent organizational, record-keeping and electronic and manual filing skills. Good Financial skills, and analytical thinking. Knowledge of the Public Financial Management Act (PFMA). General Public service procurement frameworks and policies will be required. Must be able to work independently as well as in a team; as well as being willing to work extra hours.
<u>DUTIES</u>	:	Facilitation and Coordination of IT procurement and provisioning of goods and services within the Directorate. Facilitate and coordinate the processing of invoices for transversal contracts i.e. courier and photocopying services. Render administrative support with regard to bookings of flights, accommodation, and Shuttle for the Directorate. Checking and finalization of the S&T Claims, and telephone account. Administration of the Chief

Directorate's GG vehicles, registry, and other support services. Compiling weekly statistics and maintaining an electronic database. Processing of examination concessions for colleges in provinces. Registration of examination centres. Provide administrative support to colleges with regard to examination concession, registration and monitoring of examinations. Liaising with Provincial Officials and College officials with regard to registration and concessions. Filing and preparation of the files with the compliance tools related to monitoring and evaluation visits for inspection and verification by the Quality Council Assurors. Perform administrative duties to ensure that payment for moderation and marking processes are efficient and proceed within stipulated timeframes for the NCV, Report 190/191, and CET examinations per year. Ensure correctness of claims that were processed/quality control of claims. Maintain claims control register. Interact with moderators, markers and marking centre managers to ensure that claims for marking of answer books are submitted within stipulated timeframes and regulations.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/88 : **SECRETARY TO THE DIRECTOR: HUMAN RESOURCE MANAGEMENT ADMINISTRATION AND SYSTEMS CONTROL REF NO: DHET86/10/2023**
Branch: Corporate Services
Component: Human Resource Management Administration and Systems Control

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Pretoria
: An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree national diploma (NQF Level 6) in Secretarial, Administration, or equivalent qualification in secretarial functions will be an added advantage. A minimum of one (1) to two (2) years of employment experience in rendering administrative and secretarial support services. Knowledge of relevant legislation, prescripts, policies, and procedures, Basic Financial Management, and understanding of supply chain processes. Knowledge of Records Management of documents. Good interpersonal and communication skills to interface with people at different levels and diverse backgrounds. Good telephone etiquette and experience in using computer applications MS Word, Excel, PowerPoint, and Outlook. Maintain confidentiality at all times. Good organizational and basic events management skills. Ability to create spreadsheets and manage basic databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.

DUTIES : Provide secretarial/receptionist support services to the Director, including support in the planning and managing of day-to-day office activities. Schedule meetings and workshops; Manage and administer the Director's diary and itinerary; Prepare all necessary documentation for the Director. Perform routine duties in the office of the Director including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders; Render office management support services including the keeping of records of all documents received and processed; obtain inputs, collate and compile reports, e.g. progress, monthly and management reports; Scrutinise routine submissions/ reports and make notes and/or recommendations for the Director; Provide communication support services to the Director, including handle all correspondence and queries requiring the attention of the Director. Coordinate and monitoring of task allocations within the Directors office. Respond to inquiries received from internal and external stakeholders; and interface with internal and external clients; Handle the procurement of standard items like stationery, refreshments etc. Provide document management support including records, safekeeping and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Director including leave, planning, reporting, and scheduling of meetings. Provide financial administration support to the Director, including handling and managing budgets, cash flow, and petty cash.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/89 : **HUMAN RESOURCE CLERK: HRM SUPPORT REF NO: DHET87/10/2023**
Branch: Skills Development
Chief Directorate: National Artisan Development

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

REQUIREMENTS : An appropriate national senior certificate/grade 12/NCV certificate (Level 4). An appropriate bachelor's degree/national diploma (NQF Level 6) in Human Resources Management/Public Administration/Management or related qualification will be an advantage. A minimum of one (1) to two (2) years of work experience in rendering HR administrative functions. Knowledge of the PERSAL System and understanding of HR prescripts and policies. Experience in human resource management in the recruitment and conditions of service in the Public Service. Skills: Computer literacy (MS Word, Excel, PowerPoint). Report writing, planning, organizing, verbal and written communication skills. Problem-solving, administration, filing, and time management skills.

DUTIES : Coordinate training of all staff within Chief Directorate: INDLELA. Management of Internship Programme for the Chief Directorate: INDLELA. Implementation of the Performance Management Development System (PMDS). Verify employee information on the PERSAL System. Maintain staff records.

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/90 : **HUMAN RESOURCE AUXILIARY SERVICE CLERK: CORPORATE SERVICES REF NO: DHET88/10/2023**
Branch: Technical and Vocational Education and Training
Component: KwaZulu-Natal Regional Office

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

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

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

ENQUIRIES : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

POST 38/91 : **TRADESMAN AIDS: ASSESSMENT REF NO.: DHET89/10/2023 (X3 POSTS)**
Branch: Skills Development
Chief Directorate: Indlela

SALARY : R147 036 per annum (Level 03)
CENTRE : Olifantsfontein

- REQUIREMENTS** : An appropriate national senior certificate/grade 12 and/or NCV certificate (Level 4) or a related qualification. Six (6) months of trade-related experience. Knowledge of the Occupational Health and Safety Act. Basic knowledge of cleaning material. Knowledge to prepare material and tools for assessment tasks. Communication, reading, and writing skills. Technical background knowledge of the trade. Skill to use cleaning material. Good knowledge of performing minor maintenance and repairs on assessment aids and machinery.
- DUTIES** : Provide candidates with necessary tools, materials, and/or other services where needed. Properly prepare material and tools for assessment tasks a day before assessment. Safeguard workshop/assessment area, machines, tools, and consumable material. Maintain cleanliness and general good housekeeping within the workshop/assessment area. Perform minor maintenance and repairs on assessment aids and machinery and carry out safety activities in the workshop/assessment area. Transport allocated assets etc. from asset management to the workshop when required as well as transporting redundant assets etc. from the workshop to asset management when required.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365
- POST 38/92** : **PHOTOCOPIER OPERATOR REF NO: DHET90/10/2023**
Branch: Corporate Management Services
Directorate: Information Knowledge Management and Records Management
(This post is being re-advertised and candidates who had previously applied may re-apply)
- SALARY** : R125 373 per annum (Level 02)
CENTRE : Pretoria
REQUIREMENTS : An appropriate national senior/grade 12/ NCV Certificate (Level 4). Knowledge of the places in which the function will be performed. Knowledge to capture forms on the database. Knowledge of equipment; Planning and organising. Basic level knowledge of repetitive tasks and knowledge of facilities policies. Basic level of organisational and time management skills. Communication (Verbal and written), people management, office management and administration, analytical, computer literacy, problem-solving, and discipline. Basic level of interpersonal relations, administration, and communication skills. Computer literacy. Filing and recordkeeping.
- DUTIES** : Responsible for making copies of documents, Duplicate documents, and operating high-volume photocopier machines; Binding and sorting of documents; performing minor maintenance and reporting malfunctioning of the photocopier; Making requisitions for photocopier material and keeping stationery for copies; providing counter services.
- ENQUIRIES** : Ms X Rikhotso Tel No: (012) 213 5513 / Mr R Kgare Tel No: (012) 312 5442 / Ms N Liwane Tel No: (012) 312 6365

NATIONAL SCHOOL OF GOVERNMENT

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



- APPLICATIONS** : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001 or use the e-mail address indicated for each post. Should you submit your application and CVs to the address not as specified, your application will be regarded as lost and will not be considered. Applicants are encouraged to apply via the e-recruitment system.
- FOR ATTENTION** : Mr Thabo Ngwenya or Mr Mpho Mugodo
- CLOSING DATE** : 03 November 2023 @ 16h00
- NOTE** : Applications must consist of: A fully completed and signed new Z83 form with a comprehensive CV containing contactable references. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. The relevant reference number must be quoted in the application form. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Shortlisted candidates non-SMS post might be subjected to a technical exercise for the post (s) All appointments are subject to personnel suitability checks such as security vetting, citizen verification, financial records check, and qualifications verifications. Applications who do not comply with the above-mentioned requirements as well as applications received late, will not be considered. Suitably qualified, dynamic, passionate, and experienced persons are invited to apply for the vacant permanent positions. Applicants are requested to visit the NSG website at www.thensg.gov.za or www.dpsa.gov.za for information on the requirements and duties of the position. The selection process of the SMS post will be in line with the Senior Management Service requirements. The successful candidate will be expected to sign a performance agreement within three months from the date of assumption of duties and to disclose particulars of all registrable financial interests within a month. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its employment equity targets. It is the Department's intention to promote equity (race, gender, and disability) through the filling of this post. The NSG reserves the right not to make an appointment and to use other recruitment processes. Correspondence will be limited to shortlisted candidates only. Successful completion of the Senior Management Pre-Entry Programme (Nyukela) is required for being considered for this SMS post (submitted prior to appointment). Enrolment for the course should be made on the NSG's website at <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

- POST 38/93** : **DIRECTOR: PROGRAMME MANAGER: ECONOMIC SCIENCE REF NO: NSG 21/2023**
Duration: (Twelve Months Contract)
Job Purpose: To manage co-ordination and facilitation of education, training and development (ETD) interventions relating to economic science, for capacity development and support for the public sector
- SALARY** : R1 162 200 per annum (Level 13), an inclusive remuneration package.
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and A bachelor's degree on (NQF level 7) in Economic Development, Economics or Business Science. Registration with a relevant professional body will also be an added advantage. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Successful completion of the Senior Management Pre-Entry Programme (Nyukela). Experience Five (5) years' experience at a middle/senior managerial level in economic management or related field, education, capacity development environment or

related field. Knowledge: Advanced knowledge and understanding of the Constitution of the Republic of South Africa and public sector legislation (including Public Service Act, Public Administration Management Act, Municipal Systems Act, Public Finance Management Act, Municipal Finance Management Act, Skills Development Act). Good understanding of economic cycle, methodologies and tools. In-depth theoretical and practical knowledge of macro- and micro-economics. Advanced knowledge of decolonising, transformational and participatory pedagogies. Theoretical and practical knowledge of best practice and cutting-edge curriculum and materials design. Advanced knowledge of professional bodies and regulatory body requirements (e.g., South African Qualifications Authority, Quality Council for Trades and Occupations, Council for Higher Education). Batho Pele Principles. Competencies: Experience combining data from multiple sources and in assessing data quality, consistency, and completeness. Expert quantitative skills, including data analysis using spreadsheets and statistical packages. Ability to understand and apply advanced economic and statistical concepts. Ability to analyse complex data and communicate findings and recommendations in clear manner and concise. Strong writing skills, proofreading, editing, including report writing, submissions and articles. Digital skills to work in digital environments with digital systems, management and reporting tools. Advanced computer skills in MS Office Suite. Creative and analytical skills. Stakeholder engagement and management. Personal Attributes: Participate in professional development growth activities for maintaining professional knowledge and staying current with international relations trends. Ability to multi-task and organise, prioritise, and follow multiple projects and tasks through to completion with an attention to detail. Ability to work independently while contributing to a team environment. Ability to analyse problems, identify solutions and take appropriate action, resolve conflicts using independent judgment and decision-making processes. Ability to establish and maintain effective working relationships with management, employees, stakeholders and the public. Integrity and honesty; detail oriented; creative and innovative; ability to work under pressure. International and domestic travel and work extended hours.

DUTIES

: The incumbent will be responsible for the following Key Results Areas: Lead in economic research and market intelligence that contributes to the design and delivery of ETD interventions and skills gaps identification. Analyse underlying factors affecting economic growth, development and transformation in South Africa and advise the NSG on ETD interventions to support economic activities. Conduct research (including qualitative, quantitative, and inter/cross-disciplinary research) to inform sound policy advice and on macroeconomic and microeconomic issues and related decision making. Analyse strategic and policy documents, statutory reports and other mechanisms to identify capacity development priorities. Undertake economic research of local and international best practices to identify cutting edge ETD interventions. Manage the conceptualisation, design and development of new economic and related programmes, in consultation with internal and external stakeholders. Constitute and chair project and reference teams in developing new economic and related curriculum. Develop programme strategies and instructional materials for online, virtual, and/or face-to-face delivery. Manage the development of case studies, video-clips, screencasts, animations and digital graphics. Oversee the pilot and testing of the programmes with facilitators, assessors and moderators for fit of purpose. Co-facilitate the delivery of economic programmes to local and international participants. Support the recruitment and/or contracting of panel of experts, partners and HEIs pertinent to economic capacity development intervention(s). Provide collaborative review, regular quality assurance, and feedback sessions with internal and external stakeholders. Assess the monitoring and evaluation reports, post-programme delivery, for quality management and improvements. Establish sector and subject matter partnerships with stakeholders such as higher education institutions (HEIs), research institutes, private sector and international institutions. Manage cross-functional projects to advance capacity development support initiatives. Participate in capacity development interventions, including facilitation of offerings, publications and presentation of papers.

ENQUIRIES

: Mpho Mugodo Tel No: (012) 441 6017

APPLICATIONS : Postal: The Principal: National School of Government, Private Bag X759, Pretoria, 0001, hand delivery at ZK Mathews Building, 70 Meintjies Street, Sunnyside, Pretoria, or e-mail at Recruitment.MMSSMS@thensg.gov.za

OTHER POST

POST 38/94 : **DEPUTY DIRECTOR: DIGITAL CONTENT CREATOR REF NO: NSG 22/2023**

Duration: (Twelve Months Contract)

SALARY : R811 560 per annum (Level 11), an inclusive remuneration package, comprising basic salary (70% 75% of package), contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion.

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and A bachelor's degree on (NQF level 7) in the field of Instructional Design, Education, Graphic Design or Information Design. The job holder will be subjected to a security vetting process, the clearance level of which will be determined. Experience: 5 years proven experience in a graphic design/ digital content creation/ information design/ digital technology environment, of which 3 years must be at supervisory management level. Proven experience in instructional design, preferably in a corporate or educational setting. Knowledge: Extensive theoretical and practical knowledge of digital design or graphic design, social media management and web content management. Extensive knowledge of instructional design methodologies, adult learning principles, and learning theories (e.g., ADDIE, SAM, Bloom's Taxonomy, Gagne's Nine Events of Instruction). Extensive knowledge of different digital design or graphic design tools and best practices. Knowledge of website analytics tools (e.g., Google Analytics, Net Insight, Omniture, Web Trends). Knowledge of Photoshop, Final Cut Pro, and other media editing software. Advanced computer literacy, including excellent working knowledge of MS Office suite and relevant software. Knowledge of the education, training, and development environment and related public sector policies and applicable legislative frameworks. Strategy development, analysis and implementation. Batho Pele principles. Competencies: Proficiency in using instructional design software, multimedia tools, and learning management systems. Digital content creation skills. Strong interpersonal skills. Problem solving skills. Research and analysis skills. Proficiency in communication and presentation skills. Excellent project, time and people management skills. Excellent organising and planning skills. Computer literacy in Microsoft Office Suite and other software. Digital skills, including photo and video editing skills. Analytical skills and data-driven thinking.

DUTIES : Design and create innovative digital learning content for various ETD programmes. Collaborate with subject matter experts, stakeholders, and multimedia developers to create engaging and impactful instructional materials. Create innovative and interactive learning experiences that cater to diverse learning styles, incorporating a variety of instructional methods such as simulations, scenarios, case studies, multimedia, and gamification. Utilize instructional design tools and software to create and enhance learning materials, including learning management systems (LMS), authoring tools, multimedia editing software, and virtual/augmented reality platforms. Manage multiple instructional design projects simultaneously, ensuring timely delivery and adherence to project scope, budget, and quality standards. Conduct formative and summative evaluations of instructional materials to assess effectiveness, making data-driven improvements based on learner feedback and performance metrics. Conceptualise ideas for graphics. Interpret a concept brief and create an appropriate design. Recommend the best technical approaches to achieve the intended learning outcome/s of requested graphics and infographics. Create expressive cartoon characters. Create prototypes. Give and receive constructive feedback in a cross-functional design and development team. Create high-quality graphics and infographics that meet curriculum design and development requirements and specifications. Interpret a concept brief and create an appropriate video animation. Recommend the best technical approaches to achieve the intended learning outcome/s of requested video animations. Create expressive character animations portraying a range of emotions and motions. Give and

receive constructive feedback in a cross-functional design and development team. Create high-quality animated video animations that meet curriculum design and development requirements and specifications.

ENQUIRIES
APPLICATIONS

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

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.



<u>APPLICATIONS</u>	:	To	apply	visit:
			https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs	
<u>CLOSING DATE</u>	:		03 November 2023 at 12:00 am (Midnight)	
<u>NOTE</u>	:	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, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.		

OTHER POST

<u>POST 38/95</u>	:	<u>DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: S114/2023</u>		
		Division: Corporate Services (CS)		
		Purpose: To coordinate, facilitate, organise and conduct training and development programmes on employee relations and employment equity related processes for employees and engage with labour as well as external service providers.		
<u>SALARY CENTRE REQUIREMENTS</u>	:	R811 560 per annum, (all-inclusive remuneration package)		
	:	Pretoria		
	:	A Grade 12 is required coupled with a minimum National Diploma (equivalent to NQF level 6) or Bachelor's degree (equivalent to NQF level 7) in any of the following disciplines: Labour Law or Employee Relations or Industrial Psychology. A minimum of 4 years' experience of which 2 years should be at an Assistant Director level or equivalent obtained in Labour or Employee Relations. Experience in employee relations matters including mediation processes. Knowledge and experience as a methodical operator and an astute problem solver. Experience in the drafting and implementation of policies and procedures.		
<u>DUTIES</u>	:	Some key outputs include: Employee Relations, EE Programmes and Capacity Building: Manage, coordinate and monitor the implementation of employee relations policies and procedures. Design appropriate interventions to build internal capacity in terms of employee relations and EE. Develop and implement employee relations and EE strategies to ensure Departmental compliance. Provide advisory service to the Departmental Transformation Committee and the EE Manager. Collective bargaining and conflict resolution: Align consultative structures with trade unions including the Departmental Bargaining Chamber. Liaise with all stakeholders including senior managers, Department of Employment and Labour, as well as the Public Service		

Bargaining Councils. Promote sound employee relations processes including effective management of dispute settlement, grievances and discipline. Represent the Department in relevant forums including conciliation and arbitration at the CCMA or Bargaining Councils. Facilitate and assist internal stakeholders with the development and implementation of employee relations strategies, operational policies that comply with prescribed Labour Relations statutes Advice in compliance with legislation: Provide expert labour relations advice to managers and employees. Maintain awareness of and communicate to the Department any relevant changes in all labour legislations. Provide and maintain guidelines for the EE Plan. Initiate EE compliance and effective Transformation Committee meetings. Maintain a supportive and constructive EE culture. Facilitation of Transformation: Determine and implement EE needs in consultation with Divisional Heads. Identify priority areas for intervention and advice on corrective action. Benchmark/ Network with other government departments to ensure a strategic relationship and uniformity in the application of labour legislations. Manage the implementation affirmative action's interventions. Involvement in ensuring EE compliance including effective EE committees.

ENQUIRIES

: enquiries only (No applications): Recruitment.Enquiries@treasury.gov.za

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

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

- APPLICATIONS** : Applications quoting the reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to the Department of Public Service and Administration, Private Bag X916, Pretoria, 0001, or delivered to 546 Edmond Street, Batho Pele House, cnr. Edmond and Hamilton Street, Pretoria, Arcadia 0083, or emailed.
- CLOSING DATE** : 06 November 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at www.dpsa.gov.za/dpsa2q/vacancies.asp. "From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

OTHER POSTS

- POST 38/96** : **DEPUTY DIRECTOR: INNOVATION REF NO: DPSA 35/2023**
- SALARY** : R811 560 per annum (Level 11), an all-inclusive remuneration package. Annual progression up to a maximum salary of R952 485 is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate, a minimum qualification at NQF level 7 in Information Management / Information Science / Knowledge Management / Public Management / Social Science / Public Administration, or a related qualification within the above-mentioned fields (at least a B. Degree at NQF level 7 qualification) as recognised by SAQA. Minimum of three (3) years at the middle management level. Minimum five (5) years' experience in the innovation implementation environment. Knowledge of the Constitution of the Republic of South Africa, the government legislative framework, the public service legislative and policy framework, government programs such as the National Development Plan, and key strategic priorities of Government. Managerial skills: Decision-making, problem solving, written and verbal communication, stakeholder management and coordination, strategic thinking and leadership, analytical skills, teamwork, confidentiality, financial management, human resource management, change management, and project and programme management Diversity management, communication, and information management Interpersonal relations, facilitation, presentation, report writing, computer literacy, conflict management, research. Technical skills: policy development, knowledge management, innovation, monitoring and evaluation, and program and project management.

- DUTIES** : To develop and implement the prescripts of innovation within the public service. Provide policy implementation support on innovation to departments within the public service. Develop and implement the monitoring of implementation and compliance with innovation prescripts within the public service. Develop and implement all the operations, systems, and processes of Sub-Directorate: Innovation.
- ENQUIRIES APPLICATIONS** : Ms Vuyokazi Jezile Tel No: (012) 336 1214
: E-mail your application to: Advertisement352023@dpsa.gov.za
- POST 38/97** : **ASSISTANT DIRECTOR: INNOVATION REF NO: DPSA 36/2023**
- SALARY** : R424 104 per annum (Level 09). Annual progression up to a maximum salary of R496 467 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
: A Senior Certificate, a minimum qualification at NQF level 6 in Information Management / Information Science / Knowledge Management / Public Management / Public Administration or related qualification within the above-mentioned fields (at least at NQF level 6 qualification) as recognised by SAQA. Minimum three (3) years appropriate experience in Innovation environment. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act, Public Service Regulations (PSA and PSR), PFMA and other financial regulations, and the Public Administration Management Act (PAMA), legislative and policy frameworks, government programs such as the National Development Plan, Departmental policies and procedures, and prescripts, Policy analysis and development, Government legislative framework, Key Strategic Priorities of Government, Sound understanding of operations management. Attributes: Ability to work effectively and efficiently under sustained pressure, transformational leadership, and courtesy, analytical, service-oriented, goal-focused, results-oriented, acceptance of responsibility, flexibility, and consultation. Managerial skills: Decision-making, problem solving and analytical thinking, planning, and organizing, team leadership, financial management, change management, communication and coordination, and service delivery innovation. Generic skills: Job knowledge, acceptance of responsibility, quality of work, reliability, initiative, interpersonal relationships, teamwork, planning and execution, facilitation, Presentation skills, Report writing. Technical skills: Research, policy development, knowledge management, innovation, monitoring and evaluation, and program and project management.
- DUTIES** : To assist in the development and implementation of innovation plans within the public service. Coordinate the provision of policy implementation support to departments on innovation. Facilitate the monitoring of implementation prescripts within the public service. Provide support for all the operations, systems, and processes of the sub-directorate.
- ENQUIRIES APPLICATIONS** : Ms Vuyokazi Jezile Tel No: (012) 336 1214
: E-mail your application to: Advertisement362023@dpsa.gov.za
- POST 38/98** : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DPSA 37/2023**
- SALARY** : R424 104 per annum (Level 09). Annual progression up to a maximum salary of R496 467 per annum is possible, subject to satisfactory performance.
- CENTRE REQUIREMENTS** : Pretoria
: A Senior Certificate, a minimum qualification at NQF level 6 in Social Science / Economic Sciences / Development Studies / Monitoring and Evaluation, Statistics and Research or related qualification within the above-mentioned fields (at least at NQF level 6 qualification) as recognised by SAQA. Three (3) years appropriate experience in Monitoring and Evaluation environment. Knowledge of the Constitution of the Republic of South Africa, the Public Service Act, Public Service Regulations (PSA and PSR), and the Public Administration Management Act (PAMA), legislative and policy frameworks, government programs such as the National Development Plan, and Key Strategic Priorities of government. Knowledge of ethics, integrity, management standards, and good practices. Attributes: diligent, open to new ideas, teamwork, research, Stakeholder Management, and coordination and innovative. Managerial skills: project management, decision making, problem solving, good communication skills (written and verbal), stakeholder management and coordination, analytical skills, interpersonal relations,

teamwork, and research. Generic skills: Diversity Management, facilitation, negotiation, presentation, report writing and computer literacy. Technical skills: Ethics, integrity and discipline management, Monitoring and Evaluation, database design and management, knowledge, and information management.

DUTIES

: To collect data that is submitted to the unit in accordance with existing monitoring prescripts. Compile monitoring reports of the collected data in accordance with the identified requirements. Collect data from existing evaluations and impact assessments. Compile evaluation and impact assessment reports of the collected data in accordance with the identified requirements. Achieve and maintain cooperation with organs of state and other institutions, including entering into cooperation agreements with them such as Memorandums of Understanding (MOUs) or Service Level Agreements (SLAs), as required.

ENQUIRIES

: Mr Isaac Kabini Tel No: (012) 336 1237

APPLICATIONS

: E-mail your application to: Advertisement372023@dpsa.gov.za

DEPARTMENT OF SPORT, ARTS AND CULTURE (DSAC)

- APPLICATIONS** : job@onlinecareerguidance.co.za Only emailed applications will be considered. Please quote the reference number/ post title in the heading/ subject line. There will be no follow-up emails to this address, correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be considered or accepted.
- CLOSING DATE** : 03 November 2023 at 16:00
- NOTE** : Each application must be submitted separately. Applications must consist of: A recently updated, comprehensive CV, a fully completed, initialled and signed new signed Z83 (Sections A, B, C & D are compulsory, and sections E, F and G are not compulsory if the information is contained in the CV). However, the question related to conditions that prevent re-appointment under Part F must be answered. Applicants are advised that the old Z83, which was valid until 31 December 2020 will not be accepted. The new application for employment (Z83) form, which became effective on 1 January 2021 can be downloaded at www.dpsa.gov.za-vacancies. An application received using the old (Z83) form will not be considered. Only shortlisted candidates will be required to bring certified copies of ID, Drivers licence (where required) and qualifications on or before the interview; should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA); Applicants must be South African citizens or Permanent Residents. All non-SA citizens will be required to submit proof of permanent residence in South Africa should they be shortlisted. Shortlisted candidates must avail themselves for a virtual or in-person panel interview at a date and time determined by DSAC. The applicant should have the necessary data and equipment for this purpose. Applicants must note pre-employment checks and references will be conducted once they are shortlisted. The appointment is also subject to a positive outcome on these checks, including security clearance, security vetting, qualification/study verification, citizenship verification, financial/asset record check, previous employment verification and criminal record. If an applicant wishes to withdraw an application, it must be done in writing. We encourage all applicants to declare any criminal and or negative credit records. The successful candidate will be required to enter into an employment contract and sign an annual performance agreement. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Sport, Arts and Culture is an equal opportunity, affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. It is the Department's intention to promote equity (race, gender and disability) through the filling of these posts. Should the Department not be able to recruit candidates from disadvantaged groups, other groups will be considered for appointment. The Department reserves the right not to make an appointment and to use other recruitment processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of the competency-based assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency tools. NOTE: Prior to appointment for SMS post, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

MANAGEMENT ECHELON

<u>POST 38/99</u>	:	<u>DIRECTOR: SOCIAL COHESION AND NATION BUILDING REF NO: DSAC-08/10/2023</u>
<u>SALARY</u>	:	R1 162 200 per annum, an all-inclusive remuneration package of, consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; An Undergraduate qualification (NQF level 7) as recognised by SAQA in Social Sciences, Development Studies, Law or Economics or any other relevant qualification; Successful completion of a Pre-entry Certificate for Public Sector Senior Management Leadership as endorsed by the National School of Government (NSG); A valid driver's license and willingness to travel; A minimum of 5 years relevant experience at a middle/senior management level; Knowledge and understanding of social cohesion and nation building programmes; Knowledge of Priority 6 Programme of Action; Strong cognitive, research, and analytical skills; Facilitation, coordination, and coaching; Good communication and interpersonal relations; Good organisational skills and administrative skills; Project management skills; Knowledge of Financial management and reporting writing; Computer literacy; Knowledge and understanding of relevant prescripts, Acts and Regulations; Analytical thinking and Problem-solving skills
<u>DUTIES</u>	:	The purpose of this post is to manage and oversee social cohesion and nation building programmes and advocacy programmes that promote social cohesion and nation building; Manage the Coordination, Monitoring, and reporting of Priority 6 & Medium-Term Strategic Framework (MTSF); Manage the development of the 2024/2029 Medium Term Strategic Framework chapter on social cohesion and nation building, obtain approval and submit it to the Presidency; Manage, advise, and oversee the development of a monitoring tool and monitor Priority 6 strategic interventions in the Priority 6 Programme of Action; Develop an annual report and submit to Minister; Support Departmental entities by organizing mainstreaming sessions on Priority 6 (Social Cohesion and Nation Building); Manage, and support the efficiency of the Social Cohesion Advocates Programme; Establish, support, and manage the partnership with all relevant stakeholders including development agencies, research institutions and academia; Establish a working relationship with DSAC Provincial Departments and establish a Social Cohesion and Nation Building Coordinator's Forum; Establish a working relationship with DSAC entities on their social cohesion and outreach program; Manage the development of the annual business plan of the Social Cohesion Advocates in line with the MTSF; Develop opinion pieces for social cohesion and negotiate publication in the print media; Oversee the implementation of Moral Regeneration Movement Programme; Conduct monthly briefings with the MRM at their headquarters in terms of programmatic work; Manage, guide and support in the development of the annual report for the Moral Regeneration Movement (MRM) Programmes with particular attention on strengthening Provincial Coordinators; Strengthen the MRM and Social Cohesion Councils in Provinces; Oversee the implementation of effective Community Conversations, and external partnerships; Manage and oversee the development and conceptualization of National Days Programme; Oversee stakeholder relations for the successful implementation of the National days programme.
<u>ENQUIRIES NOTE</u>	:	Ms J Boonzaaier Tel No: (012) 441 3230 It is our intention to increase the level of Female representativity at the Senior Management level; therefore, preference will be given to Female applicants and Persons with Disabilities.

OTHER POSTS

<u>POST 38/100</u>	:	<u>ENGINEER (PRODUCTION) REF NO: DSAC-09/10/2023</u>
<u>SALARY</u>	:	R795 147 - R1 197 978 per annum, (total package) as outlined in terms of the Occupation-specific Dispensation for Engineering professions and related occupations)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; B Eng/ BSC (Eng) or relevant qualification as recognised by SAQA; Three years post qualification engineering experience; Valid driver's license; Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA); Knowledge of the Sport, Arts, Culture and Heritage Infrastructure environment in South Africa would be an additional advantage; A multi-skilled, dynamic, self-motivated professional; Excellent organizational and writing skills; Strong negotiation and interpersonal skills; The ability to interact at a high technical level; Willingness to travel; Computer Literacy and MS Projects; Knowledge of local government infrastructure development programmes and policies; Knowledge of the following: Programme/project management; Research planning procedures; Engineering design and analysis; knowledge of Contract documentation and administration, act/regulations of Occupation Health & Safety (OHS-Act), National Building Regulations and Norms and Standards, Research and development; High performance culture; Engineering and professional judgment; Financial management; Formulation of policies in a multi-disciplinary professional environment; Strategic capability and leadership; Problem solving and analysis; Decision making; Team leadership; Creativity; Communication (verbal and written); People Management; Planning and organizing; Conflict Management; Negotiation skill; Ability to work under pressure and meet deadlines.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects; Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope and Effectively apply methodology and enforce project standards to minimize risk on projects; Report project progress to the Infrastructure Director; Manage and monitor project budget and resources; Provide inputs to other professionals with tender administration; Maintain the record management system; Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies and Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Mr S Petela Tel No: (012) 441 3276
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/101</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: DSAC-10/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA in Accounting Sciences/ Financial Accounting/ Financial Management or relevant qualification; 2-3 years relevant experience as a Senior/ State Accountant (at least 2 years at a Supervisory level); BAS system Controller; Knowledge of the Public Finance Management Act; Knowledge of the Treasury regulations and financial System; Knowledge of Basic Accounting System and Controller; Computer literacy; Good Communication and interpersonal relations; Planning and organising skills; The ability to interpret and apply financial policy and procedures; The ability to work as a team.
<u>DUTIES</u>	:	The purpose of this post is to coordinate, review and undertake the implementation of financial accounting systems and procedures in line with relevant legislation, regulations frameworks and departmental policies and procedures; Provide Financial Accounting service to the unit; Authorise debt

transaction forms/check debt transactions and files; Close financial months and years on BAS system; Compile monthly PMG recon; Compile and authorise revenue reconciliations/ payment; Authorise cancelled, reissued, dishonoured cheques on the BAS system; Compile Departmental funds request and Donor fund requests; Oversee the commercial bank accounts; Oversee functions relating to the Cashiers office in relation to NARSSA; Assist with request for information (RFI's) from AGSA; Provide BAS System Controller services in the Department; Capture users/ entity details on Safety web; Authorise Telegraphic Transfers (TT's) and urgent payments on Safety web; Authorise entities on BAS; Liaise with the Standard Charter of Accounts (SCOA) committee regarding segment detail changes and implementation; Maintenance of Segments on Safetyweb; Manage Subordinates.

ENQUIRIES : Mr Louis Fourie at 066 140 8508
NOTE : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 38/102 : **ASSISTANT DIRECTOR: FORENSIC INVESTIGATIONS REF NO: DSAC-11/10/2023**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF6 as recognised by SAQA) in Forensic Investigations/ Law/ Business Science/ Auditing/ Accounting/ Criminology or relevant qualification; 2-3 years relevant experience in Forensic Investigation field at a Senior/ Officer/ Practitioner/ Accountant/ Auditor level; Certified Fraud Examiner (CFE) in good standing will be an added advantage; Strong report writing skills; Knowledge/experience of the Disciplinary Code of the Public Service; Knowledge of the PFM Act of 1999, as amended; Knowledge and understanding of Public Service Act; Knowledge of the Treasury Regulations and related prescripts; Knowledge of relevant prescripts such as Criminal law, Criminal procedure Act and law of evidence, etc.; Disciplinary Code of Public Service; Legality and utilisation of investigative techniques and equipment; Understanding of Tender Procurement processes; Leadership & supervisory skills; Computer literacy; Project management skills; Verbal and Written Communication Skills; Presentation skills; Interpersonal and diplomacy skills; Problem-solving and conflict management skills; Good communication skills Analytical and investigation skills.

DUTIES : Recording of cases received; Updating Fraud Allegations Register with cases where predication exists; Drafting the investigation plans; Conducting preliminary investigations on matters received; Make appropriate recommendations on matters to be investigated; Conduct detail investigations on matter recommended for investigation; Drafting Preliminary Investigation Reports; Compiling forensic investigation report after conducting detail investigations; Supervising service providers.

ENQUIRIES : Ms. Sunita Ramanand Tel No: (012) 441 3099
NOTE : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

POST 38/103 : **ASSISTANT DIRECTOR: STRATEGY AND PLANNING REF NO: DSAC-12/10/2023**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF6 as recognised by SAQA) in Strategic Management/ Public Administration/Knowledge Management/Auditing or other relevant qualification; 2-3 years relevant experience as a Senior/ Officer/ Practitioner in Strategic Management/ Monitoring & Reporting/ Evaluation & Research/Knowledge Management/Audit; A valid drivers licence; Knowledge of the Public Service regulations and frameworks guiding strategic management and planning; Knowledge and understanding of relevant policies; Knowledge and understanding of strategic planning processes; Knowledge and understanding of operational plans; Planning and Execution skills; Technical and analytical

		skills; Good communication and interpersonal relations; Good computer literacy.
<u>DUTIES</u>	:	The purpose of this post is to assist in the facilitation of sectoral planning and the development of strategic institutional compliance documentation, systems, and processes; Contribute to the development of the operational plan template to guide Programmes; Convene operational plan development training sessions for Programmes and provide technical assistance when necessary; Analyse the Programme operational plans and give feedback; Compile the departmental operational plan from Programme plans; Assist in sourcing approval of the operational plan; Provision of administrative and technical support to Planning, Monitoring, Evaluation and Reporting (PMER) Forum; Provide secretariat services to the sectoral forum on planning, monitoring, evaluation, and reporting; Maintain the sectoral contact list of strategic planners; Facilitate sharing of important planning information with Entities Management Unit and provincial representatives; Participate in the development of the grant frameworks and assessment of business plans; Coordinate the development and implementation of a calendar for sectoral strategic planning; Assist in convening Strategic Planning Sessions to develop the departmental Strategic Plan and Annual Performance Plan; and contribute to the development of sectoral ones when necessary; Follow up on recommendations resulting from the assessment of the Strategic Plan and Annual Performance Plan by oversight departments/Units; Assist in convening sector-wide Planning Workshops to enhance integrated planning; Contribute content to the planning documents and assist in the development of the ENE chapter; Attend Technical Planning Forum meetings initiated by oversight departments such as DPME; Share the approved and/or tabled planning documents with internal Programmes and external stakeholders; Assist in the development and monitoring of alignment to the sectoral strategic framework and related implementation guides; Assist in the development of the implementation plan of the Sectoral Strategic Framework; Monitor the commitments of the sectoral strategic framework by assessing/ analysing assessment of the institutional performance plans of the provincial sport, arts and culture departments and public entities, to ensure strategic alignment; Generate and circulate feedback reports of provincial institutional performance plans; Provision of Advisory Services on Strategic Planning and Related Matters.
<u>ENQUIRIES</u>	:	Mr Richard Mashilwane Tel No: (012) 441-3286
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/104</u>	:	<u>CHIEF LANGUAGE PRACTITIONER: TERMINOLOGY COORDINATION (AFRIKAANS) REF NO: DSAC-13/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma (NQF 6 as recognized by SAQA) with Afrikaans as a major subject; 2-3 years relevant exposure to terminological or lexicographical or translation work as a Practitioner; Knowledge of terminology and lexicography principles; knowledge of the constitutional provisions on language, language legislation and regulations; Proficiency in English; Advanced computer skills; Project management skills; verbal and written communication skills; Problem solving and Analysis. Shortlisted candidates will be subjected to the completion of a language and terminology competency test.
<u>DUTIES</u>	:	The purpose of this post is to develop technical terminology in Afrikaans and manage terminology projects; Production of source language content; Production of target language content; Planning and Coordination of terminology projects; Research, Supervisory functions/duties/responsibilities.
<u>ENQUIRIES</u>	:	Dr H Machaba Tel No: (012) 441 3251
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/105</u>	:	<u>CHIEF LANGUAGE PRACTITIONER: TRANSLATION AND EDITING (SESOTHO) REF NO: DSAC-14/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum

<u>CENTRE REQUIREMENTS</u>	:	Pretoria
	:	Senior Certificate/Matric Certificate/ Grade 12 Certificate or equivalent qualification; Three-year Degree/ National Diploma recognised by SAQA in Language Studies/Linguistics/Translation majoring in Sesotho or any relevant language-related qualification and; 2-3 years relevant experience at a Senior/Practitioner level; Successful completion of a departmental (language) translation and editing test; Knowledge and understanding of relevant policies and prescripts; Knowledge of translation/editing/language administration; Excellent command of English; Proven general computer literacy; Ability to translate and edit text electronically; Good written and verbal communication skill; Ability to work under pressure; Good interpersonal relations; Planning and organising skills.
<u>DUTIES</u>	:	The purpose of this post is to enhance access to information through translation and editing of official documents into and from Sesotho; Study, analyze and excerpt problematic terms from source documents; Translating documents from English into Sesotho and Sesotho into English; Editing, checking and verifying Sesotho documents; Proofreading of official target documents; Quality check of documents; Supervision of subordinates; Provide administrative support and liaison in the office; Archiving all translated and edited documents electronically; Reporting on progress; Keeping the register of all translated and edited documents; Liaise with stakeholders; Assist and give advice to clients on language matters; Conduct research and consult on translation issues; Coin and record new terms; Consult with stakeholders.
<u>ENQUIRIES</u>	:	Mapula Gaffane Tel No: (012) 441 3256
<u>NOTE</u>	:	Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.
<u>POST 38/106</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSAC-15/10/2023</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate/Matric Certificate /Grade 12 Certificate or equivalent qualification; Three-year Degree/National Diploma (NQF level 6) as recognised by SAQA Supply Chain Management /Purchasing Management/Logistics Management/ Public Administration/Public Management or relevant qualification; 2-3 years relevant experience in supply chain management at a Senior/ Officer/ Practitioner level; Applicants must be trained in Central supplier database, e-tender portal system and minutes taking; Knowledge of Public Service Regulations and relevant policies; Knowledge and understanding of Treasury Regulations and Public Finance Management Act and Preferential Procurement Policy Framework Act; Willingness to work under pressure; Ability to work as individually as a team; Knowledge and understanding of central supplier database and tender portal; Knowledge of bidding and quotation processes; Planning and organising skills; Presentation skills; Good communication and interpersonal relations; Report writing skills; Computer skills; Problem solving skills.
<u>DUTIES</u>	:	The purpose of this post is to coordinate, review, undertake and implement the supply chain acquisition management framework and policies through the execution of sourcing strategy, the bidding process, compilation of a list of service providers, according to the prescribed procurement methodologies; Coordination of the administration for Bid Evaluation Committees (BEC); Ensure that there is an agenda, attendance register, code of conduct and declaration of interest; Serving as the secretariat in the Bid Evaluation Meetings; Ensure that all recommendations by Bid Evaluation Committee are effected; Oversee the filing process of each tender/ bid; Ensuring that the Bid Register is developed and properly updated; Manage the quotations sourcing process and ensure that quotations complied with relevant legislation; Ensure adhering to turnaround time on sourcing of quotations; Checking and signing of procurement checklist; Respond to audit queries; Provide management report as in when needed; Manage the administration of the bidding process; Checking the correctness of the bid documents; Managing the opening and the closing of bids; Oversee the compilation of bid documents; Checking on adverts to be placed on Government Tender Bulletin (GTB), E tender portal and Departmental (DSAC) Website; Checking and compiling of Supply Chain compliance report on received bids; Personnel development and supervision

of employees; Implementation of the policy according to National Treasury guidelines; Assist in reviewing and updating policies, procedures, and delegations of authority; Ensure that all prescribed SCM policy and procedures are correctly applied and adhered to in accordance or in line with the National Treasury Guidelines

ENQUIRIES
NOTE

- : Ms T Ramatapa Tel No: (012) 441 3173
- : Preference will be given to African males, Coloured males, Indian males, White males, Coloured females and Persons with Disabilities.

DEPARTMENT OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

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

- APPLICATIONS** : The Director-General, Department of Women, Youth and Persons with Disabilities, Private Bag X931, Pretoria, 0001, or hand delivered at 268 Lillian Ngoyi Street, Fedsure Forum Building, 1st Floor, Tramshed, Pretoria.
- FOR ATTENTION** : Ms L Mabunda
- CLOSING DATE** : 03 November 2023 at 16:00
- NOTE** : Applications must be submitted on the new Z83 form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old application for employment (Z83) will not be considered. All fields in the Z83 application form must be completed in full, in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. It is therefore prudent that fields be completed by applicants and the form must be signed noting the importance of the declaration. South African applicants need not to provide passport numbers. Candidates must respond “yes” or “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private company conducting business with the State? If “yes”, details thereof must be attached to the application. It is acceptable for an applicant to indicate “not applicable” or leave blank to the question “In the event that you are employed in the Public Service, will you immediately relinquish such business interest?” Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed and signed Z83 and a detailed Curriculum Vitae. The communication from HR of the Department regarding the requirements for certified document will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Non-RSA citizens/permanent resident permit holders will submit copy only when shortlisted) it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Should you not hear from the Department within three (3) months of the closing date of this advertisement, please consider your application to be unsuccessful. The Department reserves the right not to fill and/or make an appointment to any of the advertised posts. Short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job as part of the selection process, the logistics of which will be communicated by the Department. Designated employees shall be required to disclose their financial interests within 30 days after assumption of duty. Successful candidates shall be required to enter into a performance agreement within three (3) months of assuming their duties in the Department, and within one (1) month of the date of their appointment conclude the prescribed contract of employment. Appointments will only be made on the first notch of the advertised salary level. All shortlisted candidates will be subject to personal security vetting. Note that in terms of the Protection of Personal Information Act, 2021, the Department will ensure the protection of applicants’ personal information and will only collect, use, and retain applicants’ personal information for the purposes of recruitment and selection processes. The Department shall safeguard such personal information against access by unauthorised persons, unlawful disclosure, or breaches. The Department of Women, Youth and Persons with Disabilities is an equal opportunity employer. In the filling of these posts, the objectives of section 195 of the Constitution of the Republic of South Africa and the Employment Equity Act, 1998 (Act 55 of 1998) will be taken into consideration and preference will be given to Women, Youth and Persons with Disabilities.

OTHER POSTS

<u>POST 38/107</u>	:	<u>DEPUTY DIRECTOR: GOVERNANCE AND REGULATION FOR RIGHTS OF PERSONS WITH DISABILITIES (RPD) REF NO: DWYPD/031/2023</u> Purpose of the post to monitor, evaluate, research and report on disability rights legislative and policy instruments.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), fully inclusive remuneration package Pretoria Applicant must be in possession of a Grade 12 certificate, undergraduate qualification in Social Sciences, Arts, Development Studies, Public Administration, Law or equivalent qualification NQF 7, with a relevant post-graduate qualification being an added advantage. 7 years' practical experience dealing with human rights, transformation and disability inclusion of which 3 years should be at supervisory level. Sound knowledge and ability to apply international treaties and instruments impacting on the lives of persons with disabilities. Understanding disability from a socio-political and human rights perspective. Sound understanding of universal design and access theory and application, inclusive reasonable accommodation support measures as well as research, reporting, monitoring and evaluation approaches. Disability mainstreaming and inclusion. Demonstrable understanding of disability inclusion through planning, monitoring, evaluation research and compliance reporting.
<u>DUTIES</u>	:	Duties: Coordinate the mainstreaming of disability considerations into the government-wide performance planning, monitoring and evaluation system. Compilation of reports to reflect South Africa's compliance with national, regional and international legal and policy instruments on the promotion and protection of the rights of persons with disabilities. Conduct research, analysis of data and compile national and international reports. Perform overall supervisory responsibilities including assistance with human resource management, risk management and financial management of the Chief Directorate.
<u>ENQUIRIES</u>	:	Dr Praveena Sukhraj-Ely at 081 031 3722
<u>POST 38/108</u>	:	<u>DEPUTY DIRECTOR: ADVOCACY AND MAINSTREAMING FOR RIGHTS OF PERSONS WITH DISABILITIES (RPD) REF NO: DWYPD/032/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R958 824 per annum (Level 12), fully inclusive remuneration package Pretoria Applicant must be in possession of a Grade 12 certificate, undergraduate/ post graduate qualification in Social Sciences, Public Administration or equivalent NQF 7 qualification. 7 years' practical experience in advocacy and mainstreaming and/or communication of which 3 should be at supervisory level. Experience in project management; development of advocacy and communication strategies and plans; coordination of multi-stakeholder forums. Experience working with the disability sector on advocacy programs.
<u>DUTIES</u>	:	Manage advocacy and mainstreaming campaigns: Manage the national disability rights awareness month and campaigns. Manage the 365 campaign on disability. Manage and coordinate stakeholder. Develop and coordinate disability rights advocacy programmes. Manage the National Disability Rights Machinery (NDRM) & Inter Provincial Forum (IPF) meetings. Coordinate media and communication planning for the branch. Develop project plans for Advocacy and Mainstreaming deliverables. Develop concept notes as well as project plans for advocacy campaigns: Develop concept documents for all disability rights campaigns. Develop concept plan for NDRM & IPF consultative meetings. Establish task teams to plan and organise the meetings. Liaise with all relevant stakeholders on implementation of disability rights awareness month activities and calendar. Develop a comprehensive project plan for all disability rights awareness campaigns, activities and deliverables. Develop and coordinate the Disability Mainstreaming Strategy for the country. Facilitate the development of Disability Rights Information Portal: Facilitate the development of the disability rights information portal layout and maintain functionality of the site. Identify and motivate for the integration of new technology system into disability rights information portal and ensure universal accessibility to various users. Supervise and manage the content for all pages and provide assistance to all personnel and external organizations. Update the information portal regularly and establish synergies

with other relevant information portals. Render the editorial functions and ensuring quality assurance of information for the portal. Upload disability specific information and data into the portal (institutional documents, articles, journals, research, reports, speeches, national & international statements, events, statistics, academic information etc. Manage Disability Rights Information: Database management. Responsible for knowledge & information management, record keeping and dissemination of information to relevant stakeholders. Handle disability related enquiries and complains. Develop a disability sector comprehensive contact database.

ENQUIRIES

: Mr Benny Palime at 072 525 0711 and Ms Nelly Kekana at 082 219 7586

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SPORT, ARTS, CULTURE AND RECREATION**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference. For post within specific areas preference will be given to candidates who reside in the area. The Department reserves the right not to make any appointments

- APPLICATIONS** : Department of Sport, Arts Culture and Recreation, Private Bag X20606, Bloemfontein, 9300 or place applications in an application box, Ground Floor, Zana Building, Corner of Hill and Henry Street, Bloemfontein
- FOR ATTENTION** : Recruitment Division: Human Resource Management
- CLOSING DATE** : 10 November 2023
- NOTE** : Applications must be submitted on the application for employment form (Z.83) and must be completed in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form quoting the relevant reference number. Z83 is obtainable from any Public Service Department or in the internet at www.gov.za/documents. It is therefore prudent that all fields must be completed in full and applicants are not required to submit copies of qualifications and other relevant documents on the applications but must submit the Z83 with detailed Curriculum Vitae. Department will request certified copies of qualification and other relevant documents from shortlisted candidates which will be submitted to HR on or before the day of the Interview. No copies/qualifications/proof, only Z83 and CV submitted on application Separate applications must be submitted for every vacancy applied for. Applicants must utilise the most recent Z83 application form employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, failure to do so will results in disqualification. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Shortlisted candidates in possession of a foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications. In the absence of a Certificate an applicant should provide a proof of qualification completion only when shortlisted. Applicants are respectfully informed that shortlisted candidates are subjected to Personnel Suitability checks. If no notification of appointment is received within 4 months of the closing date, applicants must accept that their application was unsuccessful.

OTHER POST

- POST 38/109** : **LIBRARY ASSISTANT REF NO 3216/06**
- SALARY** : R202 233 per annum (Level 05), a basic salary
- CENTRE** : Gariep Public Library
- REQUIREMENTS** : Senior Certificate or equivalent qualification with computer literacy.
- DUTIES** : Render library and information services e.g., check books in and out of library, assist patrons to find materials and guide user how to use library resources inspect returned books for condition and due date status, interfiling of books etc. Perform administrative duties in the library e.g., handle enquiries, cashier duties, request stationary and other goods and services, maintaining of patrons particulars on the computer.
- ENQUIRIES** : Ms Irene Ikaneng at 066 474 7209

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF HEALTH**

ERRATUM: Kindly note that the following post of Medical Specialist: Ear, Nose and Throat (**For Kalafong Provincial Tertiary Hospital**) that was advertised in Public Service Vacancy circular 37 dated 13 October 2023, the correct enquiry person and address are as follows: Kalafong Provincial Tertiary Hospital, Human Resource Department, Private Bag X396, Pretoria, 0001. Hand Delivery at Kalafong Security Gate and sign in register book. Enquiries: Prof. O. D Montwedi Tel No: (012) 373 1004. The closing date has been extended to 03 November 2023.

OTHER POSTS

<u>POST 38/110</u>	:	<u>MEDICAL SPECIALIST REF NO: REFS/019127</u> Directorate: Internal Medicine – Endocrinologist
<u>SALARY</u>	:	R1 214 805 per annum, (all-inclusive package). Please note that the salary will be adjusted according to years of experience as per OSD policy.
<u>CENTRE REQUIREMENTS</u>	:	Charlotte Maxeke Johannesburg Academic Hospital Appropriate Medical qualification that allows registration with the HPCSA as a Specialist in the Internal Medicine. HPCSA registration as Medical Specialist in the Internal Medicine. None experience after registration with the HPCSA as a Medical Specialist in the Internal Medicine. Added advantage: Preference will be given to candidates with experience in renal transplant medicine and applicants with strong focus in research, teaching, and independent practice with HPCSA. Essential skills: Patient first mentality; General management skills; Excellent communication skills; Good professional judgment; Integrity and professional dependability; Leadership experience; Conflict management; Cost-containment; Management training and experience; Technology and computer skills; Problem-solving experience; Coaching and mentoring experience. Academic: Participation in the academic duties of the Wits Internal Medicine and related Department/Sub Specialities. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, registrars, medical students including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.
<u>DUTIES</u>	:	As a consultant, the candidate will be responsible for the clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up, and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties include managing patients at OPD, managing patients attending the Sub-specialty OPD or Specialty Ward Consultations within a relevant Sub-specialty. The desired candidate will be required to set an appropriate example of an exemplary medical practitioner and serve as a role model and clinical mentor to junior doctors and associate clinical staff. Co-ordination of specialty services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referrals pathways and development of services at referral hospital. Overtime is mandatory.
<u>ENQUIRIES APPLICATIONS</u>	:	Prof. A Mahomed Tel No: (011) 488 4649/3564 Applications should be submitted on a (PDF Format only) to the following email-address: Medicalhr.Cmjah@gauteng.gov.za . Only online application will be considered. Please use the reference as the subject.
<u>NOTE</u>	:	The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity), it must be initialed and signed. On the Z83 the Department where position was advertised it should state Department of Health. According to Department of Public Service and Administration (DPSA) Circular 19 of 2022, applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae. The Curriculum Vitae should be recently updated that specifies the following: All experience should

be in a chronological order indicating the position, institution and respective dates indicating the starting and ending period (DD/MM/YYYY). The information on the new Z83 must be in sync with the Curriculum Vitae. Only shortlisted candidates will be required/requested to submit certified copies of qualifications and other relevant documents on or before the interview. Personnel Suitability Checks (PSC) –Verification (Reference checks- Provide at least 3 off which one must be immediate supervisor and must be contactable, the Department shall reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information preceding the statement above will result in disqualifying the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Candidates in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) (Only when shortlisted). Invited candidates will be subjected to employment vetting process and medical surveillance. The recommended candidate may be subjected to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. Institutions reserves the right to utilize practical exercises/tests for non-SMS positions during the recruitment process to determine the suitability of candidates for the post(s). The Department reserve the right not to fill the post. The Gauteng Department of Health is guided by the principles of Employment Equity. People with disabilities, Coloured Males, Coloured Females, Indian Males and Indian Females are encouraged to apply. 03 November 2023

CLOSING DATE

:

POST 38/111

:

CLINICAL PSYCHOLOGIST GRADE 1 REF NO: CHBAH 714 (X1 POST)
Directorate: Psychiatry

SALARY CENTRE

:

R790 077 per annum, (all-inclusive package)
Chris Hani Baragwanath Academic Hospital

REQUIREMENTS

:

Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist with a relevant registration category (i.e clinical) and current HPCSA registration for April 2023/March 2024 (RSA: No experience required after registration with the HPCSA as Psychologist in respect of RSA qualified employees who performed Community Service in relevant profession as required in South Africa), (Foreigner: 1 Year relevant experience required after registration with HPCSA as Psychologist in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa). Please note this position is a Joint Appointee position, which means that you would be involved with teaching and training within the Psychiatry Department. Knowledge, Skills, Training and Competence Required: Sound clinical knowledge regarding Clinical Psychology diagnostic assessment and treatment procedures. Knowledge and the ability to administer and interpret psychological tests. Ability to function in a multi-disciplinary team. Excellent Communication and interpersonal relationship skills. Quality Assurance and Improvement. Problem solving skills. Planning and organising.

DUTIES

:

Assess persons by means of clinical interviews. Administer and write reports on psychometric assessments. Ability to conduct individual, group and family psychotherapy. Ability to communicate with patients and relatives. Maintain accurate records and statistics. To offer assessment supervision to intern clinical psychologists. To offer psychotherapy supervision to intern clinical psychologists and psychiatry Registrars.

ENQUIRIES

:

Ms N Noorbhai Tel No: (011) 933 8042

APPLICATIONS

:

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

NOTE

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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) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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 and other relevant documents on or before the interview. Shortlisted 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 checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. 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. Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will late applications will not be considered. No faxed applications will be considered.

- CLOSING DATE** : 10 November 2023
- POST 38/112** : **COMMUNITY HEALTH CENTRE MANAGER – ASSISTANT MANAGER (PHC SPECIALITY) REF NO: JHD/D/11 (X1 POST)**
Directorate: Nursing
- SALARY CENTRE REQUIREMENTS** : R683 838 per annum, (plus benefits)
: Itireleng Community Health Centre
: A 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. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANCA. A minimum of 10 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/ recognizable experience at management/supervisory level. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy is mandatory. Driver's licence will be an added advantage.
- DUTIES** : To ensure that a comprehensive nursing treatment and care service is provided to patients in a cost effective, efficient, and equitable manner by the facility. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health professional body. Facilitate provision of a comprehensive package of service at PHC level. Ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of nursing services. Develop Quality Improvement Plans. Implement and manage Occupational Health and Safety, Risk management as well as Quality Assurance Program, and any other health related programs. Ensure compliance with clinical protocols, norms and standards within the

clinic. Adhere to Office of the Health Standard Compliance mandates. Ensure effective achievement of Ministerial Priorities, Ideal Clinic Compliance. Support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); develop and implement staff training plan. Attend to grievances of staff and administer discipline. Ensure that absenteeism and abscondment of staff is effectively controlled and managed. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Manage and implement COVID 19 vaccination guidelines. Manage and support implementation of the COVID 19 vaccination program. General administration duties and management soft skills is mandatory.

ENQUIRIES : Ms M Mazibuko Tel No: (010) 345 4324
APPLICATIONS : Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject line of the email.

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

CLOSING DATE : 03 November 2023
POST 38/113 : **OPERATIONAL MANAGER PNB-3: GA RANKUWA VIEW CLINIC AND WINTERVELDT CLINIC REF NO: TDHS/A/2023/88 (X2 POSTS)**
 Directorate: Tshwane District Health Services

SALARY : R627 474 - R703 752 per annum, (plus benefits)
CENTRE : Tshwane Health District Services:
 Ga Rankuwa Clinic
 Winterveldt Clinic

REQUIREMENTS : Basic qualification accredited with SANC in terms of Government Notice R425 (Degree or Diploma in Nursing). Post basic qualification in terms of Government Notice R48 with a duration of at least 1 year in Curative Skills in Primary Health Care (Clinical Nursing Science, Health Assessment, Treatment and Care) accredited with the SANC. Current registration with South African Nursing Council essential. An additional qualification in Nursing Administration/Management will be an added advantage. A minimum of nine (9) years appropriate and recognizable experience in nursing post registration as a professional nurse. At least (5) years of the period referred above should be after obtaining a 1-year Post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Understanding the application of Batho Pele Principles, Patients' Rights Charter, and quality assurance system. Ability to communicate verbally and written. Good people management and presentations skills. Good communication (verbal and written), interpersonal, social mobilisation, networking, and financial management as well as Computer skills, report writing and presentation skills. Valid Driver's license is essential (Manual transmission). Extensive Knowledge of the application of Nursing Act, Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act and Treasury Regulations. Use of technology to communicate (i.e. analyse data, documents, compile necessary reports, identify gaps and take remedial

- steps as well as overall Monitoring & Evaluation. Possess computer literacy skills and extensive competency in report writing skills.
- DUTIES** : Demonstrate knowledge of legislation relevant to health care services. Management of the facility by providing comprehensive Primary Health Care services to the communities. Ensure that nursing services are rendered according to the set norms and standards. Ensure implementation of departmental policies including Batho Pele Principles, Patients' Rights Charter. Provide administrative services, as well as management of human, material and financial resources. Ensure community involvement and liaise with stakeholders to improve service rendering. Manage Primary health Care services. Ensure management of the multidisciplinary teams within the facility and ensure effective and efficient coordination and integration of quality health care services. Oversee, implement, and sustain Ideal Health Facility Realization programme.
- ENQUIRIES** : Ms SR Kanama at 083 358 5454
- APPLICATIONS** : Applications must be submitted to Tshwane Health District Services, 3319 Fedsure Forum Building, cnr Lilian Ngoyi and Pretorius Street, Pretoria, 0001, Application Box First Floor Reception. No faxed applications will be considered.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents when applying but submit fully completed Z83 form and detailed Curriculum Vitae. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following Communication from HR. If you have not been contacted within three months, After the closing date, please accept that your application was unsuccessful. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No late applications will be considered after the closing date. A practical test and /or competency assessment where relevant, relating to the key areas of knowledge and skills may form part of the selection process for this position.
- CLOSING DATE** : 03 November 2023
- POST 38/114** : **OPERATIONAL MANAGER (SPECIALTY) - (MOU) REF NO: JHD/D/10 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 - R703 752 per annum, (plus benefits)
- CENTRE** : Itireleng Community Health Centre
- REQUIREMENTS** : A 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. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANC. A minimum of 09 years appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the PHC setting after obtaining the 1 year post basic qualification in the relevant specialty. 2 years' experience at management / supervisory level will be an added advantage. Other skills/requirement: Financial management and human resource management; leadership, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.
- DUTIES** : Ensure proper general management of the Midwife Obstetric Unit, personnel, clients and resources. Teach, delegate, monitor and evaluate performance / appraise personnel. Deputize the clinic manager in her absence. Ensure clinical practise by the clinical team in accordance with the Scope of Practise and Nursing Standards. Always promote upholding of Ethical Code of Conduct. Compile reports, analyse data, identify gaps, and take remedial steps. Ensure proper record keeping. Provide comprehensive Mother, Women, Child, and Neonatal Services. Manage licensing of staff with all relevant professional bodies. Promote quality of nursing care as directed by the Office of the Health Standard Compliance & Ideal clinic. Ensure community participation. Manage labour relations issues. Ensure implementation of Government policies including Quality Priorities, Batho Pele and Patients'

Rights. Liaise with all relevant stakeholders to improve service rendering. Ensure management of Multidisciplinary teams within the facilities. Provide comprehensive Primary Health Care services. Ensure effective and efficient coordination and integration of quality health care. Empower staff to prevent occurrences of Patient Safety Incident (PSI). Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS); Perform any other delegated duties.

- ENQUIRIES** : Ms M Mazibuko Tel No: (010) 345 4324
- APPLICATIONS** : Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 03 November 2023
- POST 38/115** : **OPERATIONAL MANAGERS (PHC SPECIALTY) REF NO: JHD/D/12 (X1 POST)**
Directorate: Nursing
- SALARY** : R627 474 - R703 752 per annum, (plus benefits)
- CENTRE** : Johannesburg Health District - Diepkloof & Orlando Clinics
- REQUIREMENTS** : A 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. Registration with the SANC as Professional Nurse. A post-basic nursing qualification with duration of at least 01 year in the specialty relevant to PHC setting accredited with the SANC A minimum of 09 years; appropriate/ recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty. (Less one year from experience for candidates appointed from outside the public service after complying with registration requirements). 2 years' experience at management / supervisory level will be an added advantage. Financial management and human resource management; Leadership, organizational, decision making and problem-solving skills; Sound knowledge of public service policies, Code of Conduct, Team building and Policy formulation. Computer literacy.
- DUTIES** : To ensure that a comprehensive nursing treatment and care service is delivered to patients in a cost effective, efficient, and equitable manner by the facility. To always ensure compliance to professional and ethical standards. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by relevant health facility. Facilitate provision of a comprehensive package of service at PHC level and ensure that the unit adheres to the principles of Batho Pele. Ensure effective implementation of Service and Quality Improvement Plans, Occupational Health, and Safety as well as Quality Assurance Program etc. Ensure compliance with clinical protocols, norms, and standards within the clinic. Adhere to the Office of the Health Standards Compliance requirements and ensure effective achievement on ministerial priorities, Ideal clinic compliance and support PHC re-engineering program implementation. Ensure management and control of human, financial and material resources. Monitor utilization of budget to ensure that the clinic functions within the allocated budget. Supervise and monitor staff performance in accordance with Performance Management and Development System (PMDS), develop and

- implement staff training plan. Attend to grievances of staff and administer discipline and ensure that absenteeism and abscondment of staff is effectively controlled. Ensure submission of daily, weekly, monthly, quarterly, and annual reports. Manage and implement COVID19 vaccination guidelines. General administration duties and management soft skills is mandatory.
- ENQUIRIES** : Ms M Mazibuko Tel No: (010) 345 4324
- APPLICATIONS** : Applications must be submitted only through this email: SubDistrictD.JobApplications@gauteng.gov.za, Applicants must indicate the post reference number as subject line of the email.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after closing date will not be considered. Johannesburg Health District does not have budget for resettlement and S&T claims.
- CLOSING DATE** : 03 November 2023
- POST 38/116** : **ASSISTANT MANAGER NURSING GENERAL (AREA) DAY & NIGHT SHIFTS REF NO: TMRH/AMN/03/2023 (X3 POSTS)**
Directorate: Nursing
- SALARY** : Grade 1: R627 474 – R724 278 per annum, (plus benefits)
- CENTRE** : Thelle Mogoerane Regional Hospital
- REQUIREMENTS** : Basic R425 qualification (i.e., Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwife. A minimum of 8 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 3 years of period referred to above must be appropriate/recognizable experience at management level (less 1 year from experience for candidates appointed from outside Public Service after complying with registration requirement) Diploma/Degree in Nursing Administration/Management will be an added advantage. Candidates should be computer literate.
- DUTIES** : Responsible for Coordination and delivery of quality Nursing Care within the relevant department. Participate in formulation, monitoring and implementation of Policies, guidelines, standard operating procedures, and regulations pertaining to Nursing Care. Provide effective support and management of human, material, and financial resources. Manage staff performance, training, and personal development of self and sub-ordinates including management of underperformance and grievances. Collect, provide, and use relevant information/statistics for the enhancement of service delivery. Executive after hours and week-end duties as scheduled. Rotate on day and night shifts.
- ENQUIRIES** : Ms MRE Damane Tel No: (011) 891 7299
- APPLICATIONS** : Applications 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/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. 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** : 03 November 2023 by 12H00
- POST 38/117** : **CHIEF DIAGNOSTIC RADIOGRAPHER REF NO: CHBAH 715 (X1 POST)**
Directorate: Radiography
- SALARY CENTRE REQUIREMENTS** : R520 785 per annum, (plus benefits)
: Chris Hani Baragwanath Academic Hospital
: National Diploma in Diagnostic Radiography/Degree. Appropriate qualification that allows registration with the Health Professions Council of South African HPCSA) in Radiography. Minimum of three (3) years' experience as a Diagnostic Radiographer after registration with the Health Professions Council of South Africa. Current registration with HPCSA for 2023/2024. Experience in Digital Radiography and hands-on experience on Radiology Specialities in a Tertiary Institution will be an added advantage: Knowledge of relevant Public service regulations, legislation, policies, acts and procedures. Computer literacy (Ms Word, Ms. Excel). Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control principles. Good written and communication skills. Ability to work as a member of a multidisciplinary team. Must have a good understanding of public hospital operational systems. Demonstrates effective interpersonal skill, strategic planning organizational skills, leadership qualities and supervisory skills.
- DUTIES** : Render effective patient centred Radiography service for in-and out-patient in adherence to the scope of practice and health protocols. To work with colleagues, relieve as and when the need arises and to work closely with the interdisciplinary team members. Carry out delegated duties. To participate in providing 24-hours radiography services in the hospital. Report to the Assistant Director: Radiography. Supervise, develop, train and monitor the performance of the sub-ordinate staff and other related category of staff in all aspects of service delivery whilst adhering to Batho Pele Principles, Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial hospital and departmental policies, procedures, guidelines regulations. Perform record keeping, data collection; assist with budget control and assets management. Contribute and participate in professional development of self, colleagues and members of the interdisciplinary team members. Participate in research project of the department. Communicate effectively with all stakeholders. Perform all the administrative functions required of the job. Supervision and performance evaluation. Implement and maintain the quality assurance and National Core Standard and norms at departmental level. Adhere to provincial, hospital and departmental policies, procedures, guidelines and regulations. Contribute and participate in professional development of self and colleagues. Applicant

should be prepared to undergo Medical Surveillance as an inherent job requirement. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment)

ENQUIRIES
APPLICATIONS

: Mr SJT Khumalo Tel No: (011) 933 8434
: Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier. No faxed applications will be considered.

NOTE

: Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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 and other relevant documents on or before the interview. Shortlisted 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 checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. 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. (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).

CLOSING DATE

: 10 November 2023

POST 38/118

: **ASSISTANT DIRECTOR ICT REF NO: REFS/019109 (X1 POST)**
Directorate: It Management

SALARY
CENTRE
REQUIREMENTS

: R424 104 per annum (Level 09), (plus benefits)
: Sebokeng Hospital
: Grade 12 certificate is required coupled with a minimum National Diploma in ICT equivalent to an NQF Level 6 with minimum of 3-5 years' experience in IT as supervisor or 10 years' experience in information Systems, Computer Science, Information Technology, or related field. A valid driver's license. People with disabilities without valid driver's licenses will be assisted by the department to meet work related travel obligations. Knowledge of configurations Management, departmental systems (BAS, HIS, SAP, PERSAL etc) IT risk Management and relevant legislations like Public Finance Management Act, ECT Act, IT network hardware and software, Knowledge of current technology developments and future trends, Service level agreement, Employee performance and management systems, Project management principles, Service delivery framework, Good verbal and written communication skills, Project management principle, Good inter-personal relations skills, Time management and Customer relations management skills. Hospital background will be an added advantage.

- DUTIES** : Provide Technical network and system, support services to all departmental users. Implement and maintain the IT infrastructure plan of the department to ensure continuity of service. Management support in departmental transversal application systems. Facilitation of ICT Governance implementation and Monitoring. Coordinate departmental ICT strategies and policy implementation. Ensure compliance with relevant legislative, statutory, regulatory, and supervisory requirements towards the achievement of component projects and goals. Human Resource Management.
- ENQUIRIES APPLICATIONS** : Mr R Setai Tel No: (016) 930 3354
- FOR ATTENTION NOTE** : Applications should be posted to Private Bag X058, Vanderbijlpark, 1900 or hand delivered to Sebokeng Hospital, HR Department, Moshoeshoe Street or can apply Online at Gauteng professional job centre (professionaljobcenter.gpg.gov.za).
Human Resource Department
Applications must be submitted on a fully completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants. People with disability are welcome to apply. Applicants must indicate the post reference number on their applications. Qualifications of candidates recommended for appointment will be verified. 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 Human Resource. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know. -People with disabilities are encouraged to apply. Recommended candidates will be subjected to medical assessment.
- CLOSING DATE** : 03 November 2023. Applications should be delivered by 12h00 (Noon) on the closing date.
- POST 38/119** : **DIAGNOSTIC RADIOGRAPHER - GRADE 1**
Directorate: Radiography Department
- SALARY CENTRE REQUIREMENTS** : R395 623 – R408 201 per annum, (plus benefits)
Pretoria West District Hospital
Must have Grade 12 and National Diploma or Degree in Diagnostic Radiology Qualification. Must have current registration with HPCSA for 2023/2024. No experience required after registration with HPCSA as an independent diagnostic Radiographer. Must have completed Community Service as per the requirements of Health Professions Council of South Africa. Experience in Digital Radiography, computer literacy is a requirement. Competencies Experience in utilization of Computerized Radiography System is recommended. Must have Computer Skills, Good Interpersonal skills, excellent time management skills and must have knowledge of public service. Legislation governing the health sector and Radiography profession. Compliance with budgeting, Radiographic Quality Assurance, National Core Standards, Health and Safety and Infection Control Principles. Experience in teaching, training, and supervision of students. Good written and Communication skills. Ability to work as a member of a multidisciplinary team. Must have a good Understanding of public hospital operational systems.
- DUTIES** : Provide a 24-hour radiographic service. Work weekends and public holidays. Service provision in keeping up with Batho Pele Principles and patient's Rights. Ensuring radiographic services comply with SAHPRA regulations. To adhere to Batho Pele Principles, Regulated Norms and Standards, and Ideal Clinic Realization and Maintenance framework, Quality Assurance, and other public service policies and Act. Manage conflict and implement corrective measures as and when necessary. Carry out duties. Delegated by the Department supervisor. Must be a team player within the Department. Perform any. Ad-hoc duties allocated by Management Be actively involved in-service training and CPD activities. Supervision and training of students. Must be a team player within the institution.
- ENQUIRIES** : Mrs S Ramabulana Tel No: (012) 380 1252

- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.
- CLOSING DATE** : 03 November 2023
- POST 38/120** : **PROFESSIONAL NURSE GRADE 1 REF NO: PWH/PN/01/2023 (X2 POSTS)**
Directorate: Nursing Department
- SALARY** : R293 670 - R337 860 per annum, (plus benefits)
- CENTRE** : Pretoria West District Hospital
- REQUIREMENTS** : Matric certificate, Basic qualifications accredited with the SANC in terms of Government notice R425 (i.e., Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse. Current registration with SANC, experience in Midwifery and Psychiatric nursing will be an added Advantage. Skills: Good communication skills. Interpersonal and organizational skills.
- DUTIES** : Render a nursing service within the scope of practice of a Professional nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material. Render a nursing service within the scope of practice of a Professional Nurse. Provide direction and supervision for the implementation of the nursing plan (clinical practice and quality patient care). Implement standards, practices, criteria, and indicators for quality nursing. Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material, and physical resources, efficiently and effectively. Supervise and train sub-ordinates.
- ENQUIRIES** : Ms P Dhlamini Tel No: (012) 380 1208
- APPLICATIONS** : All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West, 0117.
- NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after

the closing date, please accept that your application was unsuccessful. Medical surveillance will be conducted on the recommended applicants, at no cost. People with disabilities are welcome to apply. Applications must be filled on a new Z83 effective from 1 January 2021 form accompanied by a CV highlighting or stating the requirements mentioned above. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Shortlisted candidates will be required to bring certified copies of all qualifications and Id. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA) when shortlisted. Candidates will be subjected to security screening and vetting process. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Please Note: The Public Service does not charge any fees for applying for posts. Should you be asked for a fee, please let the authorities know.

- CLOSING DATE** : 03 November 2023
- POST 38/121** : **FINANCE CLERK REF NO: REF/MPL/2023/08/02 (X1 POST)**
- SALARY** : R202 233 – 235 611 per annum (Level 05), (plus benefits)
- CENTRE** : Masakhane Provincial Laundry
- REQUIREMENTS** : Grade 12 /Senior Certificate (or equivalent Certificate) plus 2years experience in Finance environment. Knowledge of the (Public Finance Management Act) PFMA Treasury Regulations, Division of Revenue Act (DORA), Public Service Act etc. Ability to communicate well with people at different levels and different backgrounds. Sound organization skills. High level of reliability. Ability to handle confidential information. Sound verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette, interpersonal skills, and document management skills. Must have office administration competency be able to work under pressure and to take initiative. Ability to work independently and in a team to organize and plan. Knowledge of the Batho Pele Principles.
- DUTIES** : Budget allocation and capturing of SCOA allocation in RLS01. Assisting with Recons (E-Receipting and BAS/SAP and BAS/PERSAL etc.) on a monthly basis. Must assist in Accounts Payable. Capturing of journals on SAP on a weekly basis and the clearing of suspense accounts. Ensure that suppliers reconciliations are done weekly and proper handling of queries. Ensure payments in web-cycle are processed within the prescribed time. Responsible for Petty Cash, capturing of the Receipts and monthly banking. Monitor of face value books. Assist in other related tasks that may be assigned from time to time. Attending meetings and training as approved by supervisor. Comply with the performance management and development system (contracting, midyear and final assessment). Reporting on Accruals and Commitments monthly. SAP, SRM approval of RSL01. Assist with the Budget and capturing.
- ENQUIRIES** : Ms. L Mochaka Tel No: (012) 564 6300
- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV. Copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023

<u>POST 38/122</u>	:	<u>HUMAN RESOURCE CLERK REF NO: REF/MPL/2023/08/01 (X1 POST)</u>
<u>SALARY</u>	:	R202 233 – R235 611 per annum (Level 05), (plus benefits)
<u>CENTRE</u>	:	Masakhane Provincial Laundry
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate (or equivalent Certificate) plus 2years experience in Human Resource environment. PERSAL will be an added advantage. Knowledge of the Public Service Act and regulations, Skill Development Act, PFMA, Labour Relations Act, PMDS, PSCBC etc Ability to communicate well with people at different levels and different backgrounds. Sound organization skills. High level of reliability. Ability to handle confidential information. Verbal and written communication skills. Ability to act with tact and discretion. Good telephone etiquette. Good interpersonal skills and document management skills. Must be able to work under pressure and independently and in a team.
<u>DUTIES</u>	:	Perform various duties related to Human Resource Administration. Leave, Housing, Medical Aid, Service Terminations, Long Service recognition, Transfers, Pension and other allowance. Capturing leaves and do leave audits. Capturing overtime, leave forms etc. Knowledge of grievance and disciplinary procedures. Coordination of various HR meetings. Basic knowledge of skills development and coordination of training matters. Basic knowledge and Procedure on incapacity Leave and ill-health retirement (PILIR). Coordinate PMDS matters including monitoring compliance. Control attendance registers of all staff in the Institution. Operate office machines in relation to the registry functions. Perform retrieval and disposal of records accordingly. Handle postage (incoming and outgoing). Relieve in other sections within registry Conduct physical verification of staff. Manage all AG matters. Perform other lawful duties as delegated by supervisor.
<u>ENQUIRIES</u>	:	Ms L Mochaka Tel No: (012) 564 6300
<u>APPLICATIONS</u>	:	Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
<u>NOTE</u>	:	The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV. Copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	:	03 November 2023
<u>POST 38/123</u>	:	<u>NURSING ASSISTANT GRADE 1 (NA1) REF NO: CHBAH 716 (X6 POSTS)</u> Directorate: Nursing Services (Clinical Support)
<u>SALARY</u>	:	R157 761 per annum, (plus service benefits)
<u>CENTRE</u>	:	Chris Hani Baragwanath Academic Hospital (CHBAH)
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with SANC as a Nursing Assistant. Registration with SANC as a Nursing Assistant and current registration for 2023. No experience required after registration with SANC as a 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** : Applications can be hand delivered to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital from 8am to 3pm at Ground Floor, Main Admin Building or posted to The Director: Human Resource, Chris Hani Baragwanath Academic Hospital, Private Bag X01, Pimville, 1808 and or via courier (Kindly note that the application forms received by the institution after the closing date of the advert irrespective of the reasons will not be considered). No faxed applications will be considered.
- NOTE** : Applications must be submitted on the new Z83 form. The application form is obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The new Z83 must be fully completed (please refer on the left side of Z83 special notes for clarity) with no blank spaces left. And must be initialled and signed. On the Z83 application form the Department where position was advertised and 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 and must specify the following: All experience should be in a chronological order indicating the position, institution and 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 and other relevant documents on or before the interview. Shortlisted 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 checks (Reference checks: Provide at least 3 and one must from an immediate supervisor. The Department reserve the right to conduct verification beyond names provided, where necessary. Failure to submit all the relevant information mentioned above will disqualify the candidate. Identity verification, qualifications verification, criminal record checks, credit/financial stability checks and employment verification will be performed. 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** : 10 November 2023
- POST 38/124** : **TUNNEL OPERATOR REF NO: REF/MPL/2023//10/02 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R147 036 – R170 598 per annum (Level 03), (plus benefits)
: Masakhane Provincial Laundry
: NQF Level 3 or Grade 11 or equivalent qualification with 3-5 years laundry Worker of related experience in a laundry hospital or factory setting. Knowledge of a limited range of handling of laundry industrial machine operate equipment, working procedure in respect of laundry industrial machine operator working environment Skills. Planning and Organizing, Basic numeracy, literacy, good communication sound human relation, ability to perform routine tasks and Basic interpersonal relationship. Have ability to liaise with stakeholders. Be prepared to work under pressure and be able to work in a team. Be prepared to rotate and work shifts. Be prepared to do physical labour. It is a legal requirement that employees wear protective clothing. Willing to work shifts. Diversity and Equity in the workplace be strongly considered, especially in respect of race, Gender, and Disability.
- DUTIES** : Controlling the water level, air pressure and steam supply, before operating the Tunnel Machine. Cleaning of tumble dryers and surrounding areas, cleaning, loading and monitoring conveyer belt. Loading of soil linen. Monitor of the clean linen and release from dryers and deliver to next working point. Unblocking of tunnel washer. Constant supervision of performance of pumps, suppling of detergents and liquid soap to the tunnel washer. Completion of working orders, reporting of any disturbance or malfunction of tunnel machine.
- ENQUIRIES** : Ms L Mochaka Tel No: (012) 564 6300

- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023
- POST 38/125** : **DRIVER (HEAVY DUTY) REF NO: REF/MPL/2023/10/03 (X1 POST)**
- SALARY** : R147 036 – R170 598 per annum (Level 03), (plus benefits)
- CENTRE** : Masakhane Provincial Laundry
- REQUIREMENTS** : ABET Qualification Grade 10/12 Drivers license Code C1 (code 10), Must be in possession of a Valid PDP. Plus, extensive experience in transport Department. Good communication and sound Human Relations skills. Must be prepared to do double Trips and assist in all instances of Emergency and relieve. Able to work under pressure and remain focus to productivity. Service prescripts and other relevant administration legislation. Note: Candidate might be subjected to a Driving Test.
- DUTIES** : Responsible for safe and legal operation of Vehicles/Trucks. Responsible for the Transportation and safety of linen between Clients and the Laundry. Report any mechanical faults to the Transport officer. Completing of Logbooks and white sheets in full. Responsible for Cleanliness of your Vehicles/Trucks. Responsible to report any accident and completing of accident report. Carry out the instruction from superior with regard to Transport related matters.
- ENQUIRIES** : Ms L Mochaka Tel No: (012) 564 6300
- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023
- POST 38/126** : **FOOD SERVICE AID REF NO: REF/MPL/2023/10/01 (X2 POSTS)**
- SALARY** : R125 373 – R145 077 per annum (Level 02), (plus benefits)
- CENTRE** : Masakhane Provincial Laundry
- REQUIREMENTS** : NQF Level 2 or Grade 10 of equivalent. Food Service experience in a clinical environment will be an added advantage. Priorities will be given to interns, EPWP/Interns. Good communication and interpersonal skills. Be willing to work in a team and under stressful conditions. Must be able to work weekends, nightshift, and public holidays. Diversity and Equity in the workplace will be strongly considered, especially in respect of Race, Gender, and Disability.

- DUTIES** : Preparation of normal and therapeutic diets as per standardized recipes. Portioning of meals according to the ration scale and prescription. Apply hygiene and safety measures in the factory according to HACCP rules and OHS standards. Lifting of heavy Foodservice equipment. Be responsible for all allocated resources. Be able to relieve in all areas of the Cook Freeze factory when required. Must be willing to undergo continuous training and development programs available.
- ENQUIRIES** : Ms L Mochaka Tel No: (012) 564 6300
- APPLICATIONS** : Applications must be submitted to Masakhane Provincial Laundry Corner Doreen and Piet Pretorius Street, Rosslyn or it can be posted Private Bag X6, Rosslyn, 0200.
- NOTE** : The fully completed and signed new Z83 form should be accompanied by a detailed recently updated CV, copies of your qualifications, identity document and driver's license do not need to be attached upon application, only shortlisted candidates will receive communication from HR to submit certified copies on the day of the interview. Smart ID card and Driver's license copies must be double sided. Please ensure that the reference number is correctly quoted. The Provincial Government of Gauteng is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender, and disability. People with disabilities are encouraged to apply. All recommended candidates will be subjected to positive results of the security screening process which entails reference checks, criminal records check, qualification verification and medical surveillance. Incomplete applications or applications received after the closing date will not be considered.
- CLOSING DATE** : 03 November 2023

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

The Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer and is committed to the promotion of diversity and equity in employment. Women and people living with disabilities are encouraged to apply.

- APPLICATIONS** : All applications must be addressed to the Head of Department and may be hand delivered or couriered to 4 Pin Oak Avenue, Hilton, 3245. Applications may also be posted to Private Bag x6005, Hilton, 3245. Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs or submit their Z83 and CV directly to the following email addresses kznjobssouth@kzndard.gov.za. Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs
- CLOSING DATE** : 03 November 2023
- NOTE** : Applicants using the manual application process must submit their applications on the prescribed form Z83 obtainable from any Public Service Department and all applications must be accompanied by a comprehensive CV. Applicants must ensure that the Z83 application form is completed, duly signed and initialled as failure to do so may lead to disqualification of the application during the selection process. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. Applications submitted electronically will be taken as a final application and may not be amended or supplemented in any way after the closing date indicated in the advertisement. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to comply with the above instructions will result in the disqualification of your application.

OTHER POSTS

- POST 38/127** : **PROFESSIONAL ENGINEER GRADE A/B/C REF NO: SSC66/2023 (X2 POSTS)**
- SALARY** : Grade A: R795 147 per annum, (all-inclusive OSD remuneration package)
Grade B: R894 042 per annum, (all-inclusive OSD remuneration package)
Grade C: R1 020 087 per annum, (all-inclusive OSD remuneration package)
- CENTRE REQUIREMENTS** : Cedara – Head Office
B. Engineering / BSc. Engineering degree in Agricultural Engineering or Civil Engineering, registration with ECSA as a Professional Engineer (not a Candidate Engineer) and a valid driver's license. Experience: 3 years' post qualification Agricultural Engineering or Civil Engineering experience. Knowledge: Sound knowledge of project management, engineering design and analysis, legal compliance, creating high performance culture, networking and professional judgement in the Agricultural Engineering field. Skills: Innovative, problem solving, planning and analysing, decision-making, teamwork, creativity, communication (verbal and written), customer focus, responsiveness and computer literacy. CAD and GPS survey skills will be an advantage.
- DUTIES** : To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through investigation. Following an approved CPD programme for continued professional registration purposes. To perform all aspects of varied innovative and complex agricultural engineering activities that result in progress in technology and engineering applications in one or more of the following fields of agricultural engineering, irrigation and water supply, mechanization, farm structures, animal handling facilities, soil conservation, food processing, energy. Design

new systems to solve practical agricultural engineering challenges, improve efficiency and enhance safety. Provide an extension service to farmers and other clients with respect to engineering and soil conservation. Office administration and budget planning. Execution of and reporting on technical research and development.

ENQUIRIES : Ms SE Ndelela Tel No: (033) 343 8024

DEPARTMENT OF HEALTH

ERRATUM: Kindly note the following post was advertised in Public Service Vacancy Circular 34 dated 22 September 2023, Supply Chain Clerk Supervisor: Ref No: SCC DE 40/2023 (X1 Post) (**For Eshowe District Hospital**) has been withdrawn.

OTHER POSTS

POST 38/128 : **HEAD CLINICAL UNIT (MEDICAL) GR 1 – CARDIOLOGY REF NO: GS 86/23**
Component: Department of Internal Medicine
Re-advertised

SALARY : R1 887 363 per annum, (all-inclusive package), consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules, Plus Commuted overtime which is based on Departmental operational needs. Employee must sign the commuted overtime contract form annually.

CENTRE REQUIREMENTS : PMB Metropolitan Hospitals Complex: Greys Hospital
Senior Certificate or equivalent. MBCHB or Equivalent qualification plus Registered HPCSA qualification as a Specialist in Internal Medicine (Specialist Physician). Certificate in Cardiology (SA) or equivalent qualification (if not trained in South Africa). Current Registration with the Health Professions Council of South Africa as a Cardiologist. Five years (5) post registration experience as a Specialist Physician. (Only shortlisted candidates will be required to submit proof of all documents). Recommendation: Experience in managing a Cardiology unit. Knowledge, Skills and Experience: Competent in interventional cardiology, Sound clinical Cardiology and patient management skills. A working knowledge of human resource management; information management; quality assurance programs; current health and public service legislation, regulations and policy; medical ethics; financial management. Teaching and research experience.

DUTIES : Incumbent to be based at Greys Hospital. Clinical Responsibilities: Participation in Tertiary Cardiology Services (both In-patient and Out-patient) in the Pietermaritzburg Metropolitan Area including Outreach Programs and development of Cardiology services in Area 2, Clinical responsibility in the discipline of Cardiology and General Specialist Internal Medicine with after-hours participation (based on departmental operational need). Performance of clinical procedures in the cardiac catheterization theatre that include coronary angiography, stent insertion, pacemaker insertion, intra-aortic balloon counterpulsation and other procedures as may be developed. Performance of procedures in non-invasive cardiology including two dimensional and Doppler echocardiography, tilt testing and stress ECGs. Presentation of adequately worked up cases at the Department of Cardiothoracic Surgery, Inkosi Albert Luthuli Hospital for surgical intervention. Management Responsibilities: Development and support of Specialist Cardiology Services in the Tertiary Drainage area of Greys Hospital. Oversight and management of clinical and allied staff in the Cardiology Unit and Coronary Care Unit. Oversight and management of infrastructure, equipment and consumables in the Cardiology Unit. Liaison with Institutional Management in hospitals in PMB Metro, the uMgungundlovu District and the Tertiary Drainage area. Liaison with the Head Clinical Department in Internal Medicine in Pietermaritzburg and Head of Cardiology at the University of KwaZulu Natal. Participation in and support of administrative and clinical governance activities in the PMB Departments of Cardiology and Medicine. Training and Research Responsibilities. Support of Staff Training including subspecialty Cardiology training in the PMB Metropolitan area under the auspices of the Department of Cardiology at the University of KwaZulu Natal. Participation in and support of the Medical Undergraduate and Postgraduate Training Programs in the PMB Departments of Cardiology and Internal Medicine. Participation in and support of clinical

research and quality control activities in the PMB Departments of Cardiology and Medicine

ENQUIRIES : Dr M Bizarre Tel No: (033) 897 3290

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

FOR ATTENTION : Mrs M. Chandulal

NOTE : Directions to Candidates: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the new Z83 form and a detailed curriculum vitae only. The employment equity target for this post is: African male, African female.

CLOSING DATE : 03 November 2023

POST 38/129 : **SENIOR MANAGER – MEDICAL SERVICES REF NO: GJGM88/2023 (X1 POST)**
Component: Medical Services

SALARY : R1 653 234 per annum, all-inclusive package. All-inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules). Other benefits: 18% Inhospitable Allowance, Plus Commuted overtime which is determined by service delivery needs of the institution.

CENTRE : General Justice Gizenga Mpanza Regional Hospital

REQUIREMENTS : MBCHB Degree qualification Plus current registration with HPCSA as a Medical Practitioner; Plus a minimum of Ten (10) years' experience in medical management after registration with HPCSA; Plus an unendorsed valid code B drivers licence (code 8). Recommendation: A post graduate Diploma/Degree in Management will be an added advantage. Knowledge, Skills and Competencies: Possess sound knowledge of the relevant Acts, Policies and Regulations administered by the KZN Department of Health. Possess sound knowledge of legislation relating to the practice of medicine in South Africa. Have good communication, leadership, decision making, team building and motivational skills. Be computer literate with the proficiency in MS Office software applications.

DUTIES : Ensure the provisions of protocols and guidelines to the Medical and Allied Health Professions Team. Formulate policies and procedures for clinical services and ensure that the are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Heads, Clinical Managers, Pharmacy, Allied Health Professionals and all staff under their supervision. Advocate for safe quality clinical care and lead hospital towards certification by the Office of Health Standards Compliance (OHSC). Liaise with other stakeholders within and outside the Department of Health such as Chief Specialists, other hospital management teams the Health District Office and Medical School on Medical and Management issues. Ensure optimal use of resources, both human and financial. Put systems in place for good corporate and clinical governance in compliance with preparations for full rollout of universal health coverage (NHI). Continuously assess and build the required package of service according to the needs of the population. Ensure continuous monitoring of morbidity and mortality through clinical audits. Formulate strategic plans in keeping with the requirements of the hospital and the department as directed by the mission. Ensure the cost effective service delivery is maintained within the hospital. Maintain discipline and deal with grievances and labour relations issues in terms of the laid down policies and procedures.

ENQUIRIES : Mrs EM Shabane (Acting CEO) Tel No: (032) 437 6008

APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State

Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 03 November 2023
- POST 38/130** : **MANAGER MEDICAL SERVICES REF NO: LRH 71/2023 (X1 POST)**
Component: Medical
- SALARY** : R1 288 095 – R1427 352 per annum, all-inclusive package. Consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. 18% inhospitable plus fixed commuted overtime). Other benefits: 13th Cheque, (Medical Aid Optional).
- CENTRE REQUIREMENTS** : Ladysmith Regional Hospital
MBChB degree or equivalent qualification plus a minimum of 3 Years' experience after registration with HPCSA as Medical Practitioner. Registration Certificate with HPCSA as an Independent Medical Practitioner. Current registration with HPCSA as a Medical Practitioner (2023 Receipt). NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills and Competencies Required: Knowledge of current health and public service legislation and policies. Sound clinical knowledge experience is the respective discipline. Excellent to develop and monitor policies. Computer Literacy. Sound negotiation, planning organizing, decision making and conflict management skills. Knowledge and experience in the District Health System.
- DUTIES** : The incumbent of the post is to assist the Senior Manager: Medical Services in the Following areas: Developing and managing a system for dealing with medico legal claims. Ensure the provision of Protocols and guidelines to the Medical and Allied professions team. Formulate policies and procedures for Clinical services and ensure that they are in accordance with the current statutory regulations and guidelines. Provide leadership, management and support to all Cluster Managers, Clinical Head, Clinical Managers, Pharmacy, Allied Health professionals and all staff under their supervision. Conduct service assessment and implement quality improvement programmes. Lead Clinical Governance functions within the Institution. Liaise with other stakeholders within and outside Department of Health such as Chief Specialists, other hospital management teams, District Office and management issues. Ensure optimal use of resources both human resources and financial resources. Ensure continuous monitoring of morbidity and mortality through clinical audits. Ensure that cost- effective service delivery is maintained within the hospital. Maintained discipline and deal with grievances and Labour Relation issues in terms of the laid down procedure and policies. Develop Integrated Primary Health Care support and outreach services in PHC clinics supported by Ladysmith Regional Hospital. Improve Clinical Quality and Patient Satisfaction. Establish multi-disciplinary teams and improve competencies of Health Care Workers. Participate in Senior

		Management and strategic activities. Perform compulsory commuted overtime in line with hospital needs.
<u>ENQUIRIES</u>	:	Dr M.E. Pule (Medical Manager) Tel No: (036) 637 2111
<u>APPLICATIONS</u>	:	All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370.
<u>FOR ATTENTION</u>	:	Mr S.L. Dlozi
<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 only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.
<u>CLOSING DATE</u>	:	03 November 2023
<u>POST 38/131</u>	:	<u>MEDICAL SPECIALIST REF NO: MEDSPECCARDIOTHORSURG/1/2023 (X1 POST)</u> Department: Cardiothoracic Surgery
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Inkosi Albert Luthuli Central Hospital
<u>REQUIREMENTS</u>	:	Applicants must be registered as a Specialist -Cardiothoracic Surgery with the Health Professions Council of South Africa. Current registration as Specialist Cardiothoracic Surgery with the Health Professions Council of South Africa. Experience: Grade 1: No experience required. Registrars who have completed Registrar training 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 as Medical Specialist in Cardiothoracic Surgery. Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Medical Specialist (Cardiothoracic Surgery). Skills, Knowledge, Training and Competence Required: The incumbent should have a comprehensive knowledge of the specialty discipline of Cardiothoracic Surgery including all aspects of General Thoracic Surgery, and Surgery for Acquired & Congenital Cardiovascular Disease. Surgical skills in the operative management of diseases within the specialty are an absolute prerequisite. In addition, teaching and computer literacy are essential requirements. The applicant must have undergone training in a cardiothoracic unit in an accredited academic centre either within the country or elsewhere. Competence in the clinical evaluation of the cardiothoracic surgical patient, interpretation of special investigations, especially radiological, operative intervention and post-operative management are of paramount importance.

- DUTIES** : Provide a clinical service encompassing the diagnosis, investigation, Peri-operative care and surgical management of cardiothoracic patients. Actively participate in the academic programme run by the department for the post-graduate training of Registrars. Teaching of undergraduate and postgraduate students. To 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. Achieve a level of theoretical knowledge and surgical skills requisite to the training of a Cardiothoracic Surgeon. Participate in after hours services when required.
- ENQUIRIES** : Dr R. Madansein Tel No: (031) 240 2114
- 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 shortlisted 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** : 03 November 2023
- POST 38/132** : **MEDICAL SPECIALIST GRADES 1 – 3 (OPHTHALMOLOGY) REF NO: PMMH/SPEC/OPHTHA/ 02/2023**
Re-advertisement
- SALARY** : Grade 1: R1 214 805 - R1 288 095 per annum, (all-inclusive packages)
Grade 2: R1 386 069 - R1 469 883 per annum, (all-inclusive packages)
Grade 3: R1 605 330 – R2 001 927 per annum, (all-inclusive packages)
consist of 70% basic salary and 30% flexible portion that may be structured in terms of applicable rules. Other benefits: In-Hospitable Area Allowance (18% of basic salary), Commuted overtime (conditions apply) / the incumbent in the post would be required to enter into a performance contract for commuted overtime.
- CENTRE** : Prince Mshiyeni Memorial Hospital
- REQUIREMENTS** : Medical Specialist Grades 1 – 3 (Ophthalmology): Senior Certificate or Equivalent. MBCHB degree or equivalent qualification plus appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) in a normal specialty (ophthalmology). Certificate of registration with Health Professions Council of South Africa (HPCSA) as a Medical Specialist in a normal specialty (ophthalmology). Current (2023) registration as a Medical Specialist with HPCSA. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. Experience: **Grade 1:** No experience

required. The appointment to grade 1 requires 1 year relevant experience after registration as a Medical Specialist with a recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 2:** Further to the minimum requirements mentioned herein, the appointment to a Grade 2 requires 5 years appropriate experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 2 requires a minimum of six years (6) relevant experience after registration as a Medical Specialist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Further to the minimum requirements mentioned herein, the appointment to a Grade 3 requires 10 year's registration experience after registration with HPCSA as Medical Specialist in a normal specialty. The appointment to Grade 3 requires a minimum of eleven years (11) relevant experience after registration as a Medical Practitioner with a recognized foreign health professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. Knowledge, Skills Training and Competencies Required: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Assessment, diagnose and management of patients within the field of expertise. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills, Innovation, drive and stress tolerance. Concern of excellence.

DUTIES : Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Ophthalmology and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Prince Mshiyeni Memorial Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Prince Mshiyeni Memorial Hospital. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage/supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards. Performance of commuted overtime is a requirement as per the policy on commuted overtime for medical practitioners. (After hours and weekends).

ENQUIRIES : Dr. M Aung Tel No: (031) 907 8317
APPLICATIONS : Applications to be forwarded to: The Human Resource Manager: Prince Mshiyeni Memorial Hospital, Private Bag X07, Mobeni, 4060 or Hand delivered to A-Block 1st Floor white applications box.

FOR ATTENTION : Mr M.F. Mlambo
NOTE : The applicant must submit a fully completed Z83 form and a detailed Curriculum Vitae (CV) only. Only shortlisted candidates will be required to submit proof of all documents and Certificate of Service endorsed by Human Resources. The official Z83 form 'Application for employment' (the new amended version of the Z83 form effective from 01/01/2021 must be used only; the old Z83 form will be rejected, if used). The amended Z83 application for employment form is obtainable at any Government Department or downloaded from the website – www.kznhealth.gov.za or www.dpsa.gov.za-vacancies. The 'Reference Number' and 'Position' for which are applying (as stated in the advert) must be clearly indicated in the columns provided on the form Z 83 e.g. Reference number PMMH/SPEC/OPHTHA/ 02/2023. For those with internet access, the online e-Recruitment system is accessible through a computer or mobile device i.e., Phone or Tablet. The system has the following functionality: All adverts are available for viewing by the public through the address www.kznonline.gov.za/kznjobs. Applicants will be required to register on the system by providing a username and password. Applicants require a mobile phone number and a valid email address to register and will be guided through

the registration process by the system. Applicants must update their profile on the system, which is in line with the approved Z83 application form. Applicants will be able to upload a copy of their Curriculum Vitae (CV), and the system makes provision for the uploading of other documents such as Identity Documents, Driver's Licence, Qualifications, etc. The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience verifications). The successful candidate would be required to sign a performance agreement within three months of appointment. Please note that due to the high number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, consider your application as unsuccessful, please. Persons with disabilities from all designated race groups are encouraged to apply for the post. Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. It is the shortlisted candidate's responsibility to have a foreign qualification, which is a requirement of the post, evaluated by the South Africans Qualifications authority (SAQA). Failure to comply will result in the application not being considered. The Department reserves the right not to fill the post/s. Failure to comply with the above instructions will disqualify applicants. (This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.) Persons with disabilities from all designated race groups, African male, Coloured male and White Male are encouraged to apply for the post.

- CLOSING DATE** : 03 November 2023
- POST 38/133** : **DEPUTY MANAGER: PHARMACEUTICAL SERVICES REF NO: ADD/PHARM42/2023**
- SALARY CENTRE REQUIREMENTS** : R1 129 116 per annum, (all-inclusive remuneration package)
 : Addington Hospital: KwaZulu Natal
 : Degree in Pharmacy. Grade 12 certificate, Registration with the South African Pharmacy Council (SAPC) as a Pharmacist, current registration with SAPC as a Pharmacist (2023), Minimum of 3 years' experience after registration with SAPC as a Pharmacist, Certificate of service, Valid unendorsed driver's license. Recommendations: Minimum of 3 years managerial experience in pharmaceutical environment (i.e. must have been at least Assistant Manager: Pharmaceutical Services, Pharmaceutical Policy Specialist, Pharmacy Supervisor or equivalent positions). Experience of working at a large multidisciplinary facility will be an added advantage. Knowledge, Skills, Training and Competencies Required: Extensive knowledge of relevant Legislation, Acts, Regulations and Policies. Extensive experience in the management of pharmacy including human resource, financial and risk management. Good communication, motivation, coaching, team building, decision making, interpersonal and problem solving skills. Ability to work under pressure and coordinate productivity. Sound knowledge of the District Health System and setting. Effective planning, organizational and managerial skills. Knowledge of the principles, functions and operations of medicine and therapeutic committee. Sound knowledge on the implementation of effective performance management systems and capacity building for succession planning. Sound knowledge and implementation of effective monitoring and evaluation system Knowledge of Batho Pele principles. Computer Literacy.
- DUTIES** : Manage the Pharmaceutical Services at Addington Hospital and associated Clinics (i.e. the entire catchment area that Addington Hospital is responsible for) in line with the National, Provincial and District strategies and priorities. Assume position of being the responsible pharmacist for Addington Hospital Pharmacy. Formulate and implement Standard Operating Procedures for Pharmaceutical Services and ensure that they are in line with current statutory regulations and policy guidelines. Provide leadership, management and support to all Clinical Heads, Clinical Managers, Allied health professionals and all staff under his/her supervision. Ensure rational use of resources (human, financial (asset and inventory) and physical). Provide and supervise training programmes (Pharmacist Interns and Pharmacy Support Personnel). Coordinate activities of Essential Medicines Programme including Pharmacy and Therapeutics Committee. Conduct service assessments and implement quality improvement programmes. Liaise with other stakeholders within and

outside the department of health such as other hospital management teams, Health District Office on Pharmaceutical and management issues. Ensure continuous monitoring of morbidity and mortality through clinical audits. Translate and operationalize current national, provincial and district strategic plans. Ensure that cost-effective pharmaceutical service delivery is maintained within the hospital. Maintain discipline and deal with grievances and Labour Relation issues in terms of the laid down procedures and policies. Provide pharmaceutical advice to patients and professional colleagues. Compile monthly financial and other reports as required by the Chief Executive Officer or his/her delegate.

**ENQUIRIES
APPLICATIONS**

: Dr N Green Tel No: (031) 327 2000
 : All applications should be forwarded to: Attention: The Human Resource Department, Addington Hospital, P O Box 977, Durban, 4000 or dropped off in the Application Box at Security, Staff Entrance, Prince Street, South Beach, Durban.

**FOR ATTENTION
NOTE**

: Mrs P Makhoba
 : Applications must be submitted on the prescribed Application for Employment form (Z83) from any Public Service: Department which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae, copies of certificates, Identity Document. All required documents attached need not be certified when applying for post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed and e-mailed applications will not be accepted. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that due to the large financial constraints S&T and settlement claims will be considered for payment to candidates that are invited for the interview and those offered employment. The employment equity target for this post is African Male.

CLOSING DATE

: 03 November 2023

POST 38/134

: **MEDICAL OFFICER GRADE 2 & 3 REF NO: BETH 53/2023 (X1 POST)**

SALARY

: Grade 2: R1 034 373 per annum, all-inclusive salary packages, (70% of basic salary and 30% benefits) plus 12% rural allowance.
 Grade 3: R1 197 150 per annum, all-inclusive salary packages, (70% of basic salary and 30% benefits) plus 12% rural allowance.

**CENTRE
REQUIREMENTS**

: Bethesda District Hospital - (KwaZulu - Natal)
 : Grade 12/Senior Certificate. Appropriate tertiary qualification in Health Science (MBChB) or equivalent qualification. Registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 2:** 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:** 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 to perform community service as required in South Africa. Knowledge, Skills, Training and Competencies Required: Ability to diagnose and manage common medical and surgical conditions, including emergencies at district hospital. Medical ethics, epidemiology and statistics. Ability to work in multidisciplinary team setting. Excellent communication skills and ability to teach and train staff within team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of health and public services legislation, regulations and policies. Ability to function as a part of a

team and rotate through different departments of the hospital as required. Good communication and human relations. Knowledge of current guidelines for management of common conditions including HIV/AIDS, PMTCT and Tuberculosis.

DUTIES : Examine, investigate, diagnose and oversee treatment of patients. Maintain accurate and appropriate health records in accordance with the legal/ethical considerations and continuity of patient care. Assessment, investigation and management of patient in clinics, Wards and ICU, including after- hour service. Participate in Quality Assurance/ Audit and statistics and information acquisition and review. To execute duties and functions with proficiency, to support the aims and objectives of the institution that are consistent with standards of patient care and perform duties/ function that fall within the reasonable prescripts of acceptable legislation. Diagnose and evaluate medical condition pre-operatively. Provide support to the head of department and ensure efficient standards of patients care and service are maintained. Ensure the proper and economical use of equipment and other resources. Ability to diagnose, initiate and monitor patients with HIV/AIDS and Tuberculosis using the available departmental guidelines.

ENQUIRIES : Dr. T.C Ngwenya (Medical Manager Services) Tel No: (035) 595 3106
Email: BethesdaHospital.HRJobApplication@kznhealth.gov.za

APPLICATIONS : The Human Resources Manager, Bethesda Hospital, Private Bag X602, Ubombo, 3970. Hand delivered applications may be submitted at Human Resources office, Bethesda Hospital, Ubombo Main Road.

NOTE : The following documents must be submitted and if not submitted the applicant will be disqualified forthwith: applications must be submitted on the prescribed most recent application for Employment form (Z83) which is obtainable at any Government Department or from the website-www.kznhealth.gov.za and must originally signed and dated. The application form (Z83) must be accompanied by detailed Curriculum Vitae only. The communication from the HR of 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)

CLOSING DATE : 03 November 2023

POST 38/135 : **ASSISTANT MANAGER: PHARMACEUTICAL SERVICES REF NO: DPKISMH58/2023 (X1 POST)**
Component: Pharmaceutical Services

SALARY : R990 066 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.)

CENTRE REQUIREMENTS : Dr Pixley Ka Isaka Seme Memorial Hospital
Grade 12 or equivalent. Bachelor of Pharmacy or Equivalent qualification in Pharmacy. Current registration with South African Pharmacy Council as a Pharmacist (2023). Minimum of five (5) years appropriate experience after registration as a Pharmacist with SAPC. Unendorsed Valid code B Driver's License (code 8). Certificate of service endorsed by Human Resource Department must be produced on or before the day of the interview. Recommendation: Computer Literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution. Two (2) years of supervisory experience in the public sector will be an added advantage. Knowledge, Skills, Training and Competence Required: Knowledge of public sector pharmacy, as well as relevant acts, regulations, District Health System, Ideal Hospital Framework, National Core Standards, EML, Good Pharmacy Practice, policies and procedures, and the National Drug Policy. Sound understanding of Procurement reforms and the CCMDD

program. Sound knowledge of legislation relating to pharmaceutical practice in South Africa. Good communication, leadership, motivational, decision-making, team building, ethical, operational, professional and supervisory skills. Knowledge of the principles, functioning and operation of a PTC and Anti-Microbial Stewardship. Knowledge of Human Resource Management, staff training and development and financial management. Problem solving skills. Financial and budgetary knowledge. Commitment to service excellence, together with innovative and analytical thinking based on sound ethical and legal principles. Effective, planning, organizational, managerial and interpersonal skills. Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook) as well as knowledge and experience in RX Solution. Knowledge of Drug Supply Management and Clinical practice. Ability to work independently and as part of a team with other role players.

DUTIES : Provision of pharmaceutical services in accordance with legislation and provisions of The National Drug Policy. Deputise Deputy Pharmacy Manager when required. Effective medicine supply management and stock control of Pharmaceuticals. Leadership of the relevant sections including financial management, budgetary control, Medicine supply management and Human Resource Management. Assist with formulation of protocols, procedures and guidelines for efficient and cost-effective pharmaceutical service. Participate in various committees including Pharmacy and Therapeutics Committee and Antibiotic Stewardship Program. Assist with control of over expenditure, budget utilisation and develop strategies to prevent wastage of pharmaceuticals and other resources. Maintain accurate records, prepare financial reports and statistics. Engage in effective communication with health care workers, patients and caregivers. Provide necessary orientation, training, discipline and conflict resolution for all staff. Participation in Quality Improvement Programmes for Pharmacy and conduct Clinical Audits. Ensure that Pharmacy department complies with SAPC, Ideal hospital framework and OHSC standards. Maintain discipline and deal with Labour Relations issues in terms of laid down policies and procedures. Ensure implementation, monitoring and evaluation of EPMDS in the operational area. Perform overtime duty when necessary and standby duty. Liaise with external stakeholders on pharmaceutical and Management issues.

ENQUIRIES : Ms ENN Makhanya - Deputy Manager (Pharmaceutical Services) Tel No: (031) 530 1410

APPLICATIONS : 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. DPKISMH58/2023. 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). Applicants in possession of a foreign qualification must produce an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Non- RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together on or before the day of the interview. 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 : 03 November 2023

POST 38/136 : **MEDICAL OFFICER GRADE 1,2,3 REF NO: NGWE 129/2023**
 Department: Emu

SALARY : Grade1: 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
 - : Other benefits: 13 Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the All-inclusive salary packages per annum (this inclusive package consist of 70% basics and 30% flexible portion that can be structured in terms of applicable rules) Plus 18% Inhospitable Allowance Plus Commuted overtime which is determined by service delivery needs of the department
- CENTRE REQUIREMENTS**
- : Ngwelezana Hospital
 - : Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of five (05) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of six (06) years relevant experience after registration as Medical Practitioner with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Practitioner. A minimum of eleven (11) years relevant experience after registration as a Medical Practitioner with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage. Knowledge, Skills, Attributes and Abilities: Appropriate medical knowledge and sound clinical skills. Knowledge of health care system and medical ethics. Knowledge of relevant acts, policies and regulations of the department of health. Good team building and problem solving skills. Excellent human, communication and leadership skills required. Awareness of cross-cultural differences. Concern of excellence.
- DUTIES**
- : Provision of quality patient-centred care for all patients in the hospital and satellite clinics. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services in a form of commuted overtime as per the departmental needs. Provide medical related information to clinical staff as may be required. Undertake on-going care individual's patients to allow for continuity of care including ward rounds and clinic visits. Maintain accurate health records in accordance with the legal ethical considerations. Train and guide staff who are health professionals. Actively participate in morbidity and mortality reviews. Attend and participate continuous medical education and training. Participate in quality improvement programs which include clinical governance and national core standards. Ensure cost-effective service delivery is maintained within the respective department. Attend to administrative matters as required. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform duties as assigned by the supervisor or other senior officials.
- ENQUIRIES APPLICATIONS**
- : Dr. S Garach Tel No: (035) 901 7000
 - : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
- FOR ATTENTION NOTE**
- : Mr MP Zungu
 - : Applicants are submitting Z83 and CV only, no other attachments must accompany the application. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Document, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisors in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. Applications must

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

CLOSING DATE

: 03 November 2023

POST 38/137

: **MEDICAL REGISTRAR**

SALARY

: R906 540 per annum
Applicants to note: Salary package is subject to OSD determination plus commuted overtime depending on needs of the Discipline/Institution.

CENTRE

: Various (KZN): Discipline:
Anaesthesiology & Critical Care Ref No: REG.01/2024
Dermatology Ref No: REG.02/2024
Emergency Medicine Ref No: REG.03/2024
Otorhinolaryngology (ENT) Ref No: REG.04/2024
Family Medicine Ref No: REG.05/2024
General Surgery Ref No: REG.06/2024
Internal Medicine Ref No: REG. 07/2024
Neurology Ref No: REG.08/2024
Neurosurgery Ref No: REG.09/2024
Nuclear Medicine Ref No: REG.10/2024
Obstetrics & Gynaecology Ref No: REG. 11/2024
Oncology Ref No: REG.12/2024
Ophthalmology Ref No: REG.13/2024
Orthopaedics Ref No: REG.14/2024
Paediatric Surgery Ref No: REG.15/2024
Paediatrics & Child Health Ref No: REG.16/2024
Psychiatry Ref No: REG.17/2024
Radiology Ref No: REG.18/2024
Urology Ref No: REG. 19/2024

REQUIREMENTS

: Tertiary qualification (MBCHB) or equivalent; plus current registration for Independent Practice with the Health Professions Council of South Africa, Twelve (12) months post Community Service experience as a Medical Officer, Valid driver's license and Relevant Discipline Specific Minimum requirements below: (depending on the Discipline). Anaesthesiology & Critical Care: 6 months experience in Discipline and DA (SA) or equivalent and FCA Part 1 examination (or equivalent). Dermatology: Contribution to social outreach programmes (shortlisted candidates will be requested to provide evidence and proof) and Isizulu course for non-Zulu speaking candidates and documented research and Medical Officer time in Dermatology. Emergency Medicine: 6 months experience in the Discipline and Primary exams. Otorhinolaryngology (ENT): 6 months experience in General Surgery and/or Surgical Specialties and Primary exams: FCORL or FCS (SA). Family Medicine: No Discipline Specific requirements. General Surgery: 12 months experience in the Discipline (including Casualty or other surgical disciplines i.e. ENT, Urology, Orthopaedics) and Primary exam and ATLS. Internal Medicine: 12 months experience in the Discipline and FCP Part I and Experience in a rural area or peripheral setting post community service. Neurology: 6 months experience in the Discipline of Internal medicine and Primary exams. Neurosurgery: 6 months experience in the Discipline of Internal medicine and Primary exams.

Nuclear Medicine: No Discipline Specific requirements. Obstetrics & Gynaecology: 6 months experience in the Discipline. Oncology: 6 months experience in the Discipline. Ophthalmology: 6 months experience in Ophthalmology and one (1) post-graduate Ophthalmology exam (Dip (Ophth) or one (1) Primary exam). Orthopaedics: 12 months (recent) experience in the Discipline and Primary exams. Paediatrics Surgery: 3 months ICU time and Primary exams and Intermediate exams FCS (SA). Paediatrics & Child Health: 6 months experience in the Discipline in a Regional hospital and FC Paeds Part I OR Diploma in Child Health. Psychiatry: 6 months experience in the Discipline Radiology: Part I FCRAD. Urology: 6 months in Urology as Medical Officer and Surgical Primary exams. Basic knowledge of Medical Practice Ethics, ability to manage patients independently, ability to learn, innovate and be prepared to work overtime, good interpersonal skills, an interest in conducting research, knowledge and respect of the Patients' Rights Charter and Batho Pele Principles.

DUTIES : Participation in academic and teaching programmes and meetings in the respective Departments, responsibility for care of patients at designated levels/sites, e.g. Outpatients, Wards, Theatres, ICUs etc., management of patients under supervision, attendance at ward rounds and/or tutorials, supervision and teaching of undergraduates, provision of after-hours care for emergency services, clerking and keeping of comprehensive records of patients in the hospital file, outreach activities as deemed necessary by the Clinical Supervisor.

ENQUIRIES : Mrs R Erasmus: (033) 395 2742/2669
APPLICATIONS : All applications must be addressed to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or hand deliver to Mrs R Erasmus, Human Resource Management Services, Registrar Programme, 330 Langalibalele Street, Natalia Building, Room 6-106 South Tower

FOR ATTENTION : Mrs R Erasmus, Human Resources Tel No: (033) 395 2742/2669
NOTE : Training will take place at various sites for each discipline. Registrars may be required to spend time at various training institutions as required by the discipline. The site for the 1st year of training and subsequent rotations will be determined by the Academic Head of Discipline. Applicants are requested to apply separately for the disciplines of their interest. A maximum of three applications will be allowed which should be ranked in order of preference. One application for various Disciplines will not be accepted. Applications from applicants who are already appointed in the Registrar Programme will not be considered. The duration of Registrar training is 4/5 years, depending on the Discipline. All Registrars will be expected to register with the university for the MMED, at own expense. All Registrars will be required to sign a contract which includes training AND service responsibilities. Registrars will be required to complete Clinical and Academic assessments as stipulated by the Department. Please note that the formal offer of a Registrar post will be dependent upon proof of successful completion of the required examinations. In addition to interview performance, candidates for each Discipline will be scored as per a Discipline-specific Selection Criteria considering weighted advantages in categories such as additional qualifications, work experience, preference for candidates with at least one year experience in a rural/peripheral setting (post Community Service), research experience including completion of research methodology courses/modules and development of protocols, additional notable achievements. The following documents must be submitted: Application for Employment Form (Form Z.83), which is obtainable at any Government Department OR from the website - www.kznhealth.gov.za and Application for a Registrar post checklist which is obtainable from the website. Comprehensive CV (with detailed experience) with full record of service, stating duties performed/performing and years of experience written in full e.g. REG.02/2024. Copies of Qualifications, Registration Certificates and driver's license must not be submitted when applying for employment. Only shortlisted candidates will be requested to bring certified copies on or before the day of the interview. The Reference Number must be indicated in the column provided on the form Z.83. Where a fully completed 'Application for a Registrar post checklist' is not fully completed or not attached, this may lead to disqualification. Applicants are discouraged from sending applications through registered mail because the Department will not be responsible for non-collection of these applications. No late applications will be accepted. It is the applicant's responsibility to have foreign qualifications

evaluated by the South African Qualifications Authority (SAQA). Non- SA Citizens/ Permanent Residents / Work permit holders must provide documentary proof on or before the day of the interview. Failure to comply may result in the application not being considered. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Faxed / emailed applications will not be considered. Persons with disabilities should feel free to apply for the post/s. Failure to comply with the above instructions will disqualify applicants. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Whilst applications are invited for the above disciplines, not all may be filled. Applicants will be advised in due course, should a discipline which has been applied for be excluded from this process. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all levels of all occupational categories in the Department.

- CLOSING DATE** : 03 November 2023
- POST 38/138** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT (SYSTEMS) REF NO: HRM 89/2023 (X1 POST)**
 Directorate: Systems
 Re-advertisement
- SALARY CENTRE REQUIREMENTS** : R811 560 - R952 485 (Level11), (all-inclusive package)
 : King Edward VIII Hospital Complex
 : Senior Certificate /Grade 12. Bachelor's degree or advanced Diploma NQF 7 in Business Management/ Public Administration, Construction Management: Built Management, Mechanical/Electrical/Civil Engineering field. 3-5 years' Experience at a Junior Management Level in the systems component. Certificate of service from current and previous employer stamped by HR department. Previous and current work experience endorsed and stamped by HR department. Valid driver's license. Recommendations: Computer literacy certificate. Current or previous experience in Public Service/Sector environment will be an added advantage. Knowledge, Skills, Training and Competencies Required: Good knowledge of Public Finance Management Act, Supply Chain Management framework, government Procurement System, Occupational Health and Safety Act, National Core Standards, Ideal Hospital Realization & Maintenance Framework. Solid experience in Project Management, Operational Plan Development, Planning & Execution & Monitoring of strategies, audit procedures, Human Resource Management and Labour Relations procedures. Have the ability to perform independently and pressure as well as report writing and presentation at short notice. Skills: decision –making, problem solving, good communication, advanced proficiency in Microsoft excel with excellent quantitative & analytical skills.
- DUTIES** : Contribute towards Development of Strategic, Annual Performance & Business Plans of the Institutions. Ensure the effective and efficient management and quality of work for: Maintenance and engineering services, Patient records administration and mortuary services. Auxiliary services; security services. Health and safety, waste management services. Ensure that the adequate Policies, Systems, Procedures and Proper Internal Control are in place to enable Prudent Management of division. Ensure appropriate management and utilization of resources allocated to the division. Develop and implement risk management plan/s for the division. Ensure compliance with prescribed Quality Assurance norms and standards.
- ENQUIRIES APPLICATIONS** : Dr T Mayise (CEO) Tel No: (031) 360 3014
 : Please forward emailed applications to kingedwardhospital.HRJobapplication@kznhealth.gov.za and thandeka.mkhonza@kznhealth.gov.za
- NOTE** : An Application for Employment Form (Z83) and detailed curriculum Vitae must be completed and forwarded. This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. People with disabilities should feel free to apply for this post, 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). Due to the large number of applications we receive receipts 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.

CLOSING DATE

: 03 November 2023

POST 38/139

: **ICT SECURITY OFFICER REF NO: G115/2023**
Cluster: Information and Communication Technology
Duration: 12 Months Contract

**SALARY
CENTRE
REQUIREMENTS**

: R811 560 per annum, (all Inclusive salary package)
: Head Office: Pietermaritzburg
: Bachelor's degree in Computer Science, Information Security or a related field. Plus relevant certifications such as CISSP, CISM or GIAC are highly desirable. Proven experience (5+ years) working as a Cyber Security Engineer or similar role, with a focus on incident response, security infrastructure design and vulnerability management. Plus familiarity with regulatory compliance requirements (e.g., GDPR, HIPAA, PCI-DSS) Unendorsed valid code B driver's licence (Code 8). Knowledge, Skills, Training And Competencies Required: Excellent problem- solving and analytical skills, with the ability to think critically and make sound decisions under pressure. Effective communication and interpersonal skills, with the ability to communicate complex security concepts to non-technical stakeholders. In- depth knowledge of network security concepts, technologies and protocols including firewalls, VPNs, IDS/IPS, SIEM and endpoint security solutions. Proficiency in using security tools and technologies such as vulnerability scanners, penetration testing tools and log analysis tools.

DUTIES

: Security Infrastructure Design, Configuration and Implementation of: Firewalls- Sophos and FortiGate. Intrusion detection/ prevention systems (IDS/IPS). Endpoint & Mail protection systems (Microsoft). Network access controls and Compliance and Risk Management. Security Policies and Standards: Assist in developing and enforcing security policies, standards and procedures. Security Incident Response: Assist in the investigation, analysis and resolution of complex security incidents and breaches. Provide expert guidance and technical support to identify the root cause of incidents mitigate risks and prevent future occurrences. Stay up to date with the latest cyber security trends, vulnerabilities and threat intelligence to enhance the organization's security posture. Security Awareness and Training: contribute to security awareness programs by conducting security awareness sessions and promoting a strong security culture among employees.

**ENQUIRIES
APPLICATIONS**

: Dr LLV Magaqa Tel No: (033) 940 2666
: All applications should be forwarded to: The Chief Director: Human Resource Management Services KZN Department of Health Private Bag X9051, Pietermaritzburg, 3200 or hand delivered to: 330 Langalibalele Street Natalia Building, Registry, Minus 1:1 North Tower.

**FOR ATTENTION
NOTE**

: Ms L Mthalande
: Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit

separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.

- CLOSING DATE** : 10 November 2023
- POST 38/140** : **ENGINEER: INFRASTRUCTURE REF NO: LRH 72/2023 (X1 POST)**
Re-advertisement those who previously applied are encourage to re-apply
- SALARY** : Grade A: R795 147 – R847 221 per annum
Grade B: R894 042 – R962 292 per annum
Grade C: R1020 087 – R1 197 978 per annum
All-inclusive package, (consist of 70% Basic salary and 30% flexible Portion that may be structured in terms of applicable rules). Other benefits: 13TH Cheque & (Medical Aid Optional).
- CENTRE** : Ladysmith Regional Hospital
- REQUIREMENTS** : Senior Certificate/Grade 12 plus. Degree in Mechanical or Electrical Engineering. Registered with ECSA as a Professional Engineer. Valid Driver's License. 3 years' experience post qualification. Certificate of service endorsed by human resource department. NB: only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. Knowledge, Skills, Trainings And Competencies: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Occupational Health and Safety Act of 1993. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Quantity Surveying Profession Act 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Competence Standards for Construction Procurement as Issued by CIDB. Project and Construction Management Act of 2000. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Applying Expertise and Technology. Adhering to Principles and Values. Deciding and Initiating Action. Delivering Results and Meeting Customer Expectations. Writing and Reporting. Formulating Strategies and Concepts. Planning and Organising. Presenting and communicating Information. Analyzing. Learning and Researching. Creating and Innovation. Relating and Networking. Computer Literate.
- DUTIES** : Ensure Infrastructure Programme and Project Planning in line with IDMS. Ensure Infrastructure Programme and Project Implementation and Monitoring. Ensure Infrastructure Project Commissioning. Orientate users in terms of the optimal usage of Facilities. Infrastructure Programme and Project Evaluation. Implement quality control of work delivered by employees. Maintain discipline. Develop and manage the operational plan. Plan and allocate work. Coordinate and participate in project commissioning, including site visits. Review the Maintenance Plans and Budgets on completion of projects. Collect and update information on systems (if applicable) in terms of Technical Condition Assessments on completion of projects. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
- ENQUIRIES** : Mr T.J. Mbambo (Deputy Director Facilities Management) Tel No: (036) 637 2111
- APPLICATIONS** : All applications should be emailed to LadysmithHospitalJob@kznhealth.gov.za or be posted to: The Human Resource Management, Ladysmith Regional Hospital, Private Bag X9928, Ladysmith, 3370
- FOR ATTENTION** : Mr S.L. Dlozi
- NOTE** : The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department

OR from the website - www.kznhealth.gov.za. The application form (Z83) must be accompanied by a detailed Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. The reference number must be indicated in the column provided on the form Z83 and on the back of the envelope, e.g. Ref 13/2018. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for these posts. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Failure to comply will result in the application not being considered". Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

- CLOSING DATE** : 03 November 2023
- POST 38/141** : **CLINICAL PSYCHOLOGIST REF NO: HLH42/2023**
- SALARY** :
 Grade 1: R790 077 per annum, (all-inclusive package)
 Grade 2: R918 630 per annum, (all-inclusive package)
 Grade 3: R106 3611 per annum, (all-inclusive package)
- CENTRE REQUIREMENTS** :
 Hlabisa Hospital
 Senior Certificate/Matric grade 12. Master's Degree in Clinical Psychology. Current registration with HPCSA as Clinical Psychology. **Grade 1:** No experience after registration with HPCSA for officers who completed Community Service or one year relevant experience after registration as independent Psychologist with a recognized Foreign Health Professional Council in respect of foreign qualified employees, whom it is not required to perform Community Service as required in South Africa. **Grade 2:** Eight years relevant experience after registration with HPCSA as independent Clinical Psychologist in respect of RSA qualified employees who performed community service as required in South Africa or Nine years relevant experience after registration as a Clinical Psychologist with a recognized Foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as a required in South Africa. **Grade 3:** sixteen years relevant experience after registration with HPCSA as independent Clinical Psychologist in respect of RSA qualified employees who performed community service as required in South Africa or seventeen years relevant experience after registration as a Clinical Psychologist with a recognized Foreign Health Professional Council in respect of Foreign qualified employees, of whom it is not required to perform Community Service as a required in South Africa. Knowledge, Skills .Training & Competencies Required: Skill in assessing diagnosing and treating individual with mental, emotional and behaviour disorder. Knowledge and ability to administer and interpret psychometric tests. Ability to function in a multi-disciplinary team. Excellent communication and interpersonal skills. Quality assurance and improvement. Knowledge of research methodology and ethic code of conduct.
- DUTIES** : Assess person by means of clinical interviews. Provide effective administration of clinical work. Deliver a comprehensive psychological service in the relevant area of operations-operate and communicate effectively with multi-professional members. Administer and write reports on psychometric assessments. Ability to communicate with patients and relatives. Maintain accurate records and compile statistics. Offer outreach services. Provide support to community service psychologist allocated service.
- ENQUIRIES APPLICATIONS** :
 Dr M.K Tshipuk Tel No: (035) 838 8632
 The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) and Z83 only. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the

post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity , affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 10 November 2023
- POST 38/142** : **ASSISTANT MANAGER NURSING (SPECIALTY AREA) REF NO: NMH/AMN/2023 (X1 POST)**
- SALARY** : R683 838 – R767 184 per annum
- CENTRE** : Niemeyer Memorial Hospital
- REQUIREMENTS** : Grade 12 (Senior Certificate) standard 10 or Vocational Nation Certificate. Registration with SANC as general Nurse (Current South African Nursing Council receipt-license to practice 2023) Basic R425 qualification (i.e. Degree, Diploma in Nursing qualification that allows registration with South African Nursing Council as a professional Nurse and Midwifery. Registration certificate with SANC as Professional Nurse with Midwifery. A Post basic Nursing qualification in Primary Health care with duration of at least one year, accredited with the South African Nursing Council PHC qualification. A minimum of 10 years recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to (as 10 years recognisable experience) must be recognizable experience in PHC speciality after obtaining 1 year post basic qualification in Primary Health Care. At least 3 years of the period referred to above must be appropriate/recognizable experience at Management level Drivers License. Knowledge, Skills, Experience and Competencies Required: In depth understanding of nursing legislation and related legal and ethical nursing practises and how it impacts on service delivery; e.g. Nursing Act, Health Act ,Occupational Health and Safety Act, Patients’ Rights Charter, Batho Pele principles. Public Service Regulation, Disciplinary Code and Procedure, Grievance Procedure. Performance Management and Development policy. Basic understanding of Human Resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills. Leadership, organizational, decision making, and problem solving abilities. Diversity Management and Change Management. Interpersonal Relations and Basic Computer skills.
- DUTIES** : Strategically lead and provide primary health care supervision, monitoring & evaluation of systems for all clinics under Niemeyer Memorial Hospital. Ensure clinical nursing practise by the nursing team in accordance with the scope of practise and nursing standards as determined by Niemeyer Memorial Hospital. Promotes quality of nursing care as directed by the professional scope of practice and standard in line with facility operational plan .Ensure effective performance management of staff in line with performance Management and Development system policy of the department. Effective management of complaints, ideal clinic and national core standard initiatives prioritization. Ensure effective utilization of resources allocated to the clinic in line with allocated budget including training and development of staff. Effective implementation of disciplinary code and procedures fairly equally. Support PHC re-engineering by ensuring that outreach teams are functional. Facilitate, analyse and interpret statistics including PHC programme indicators Ensure effective records management and submission of monthly reports/stats accordingly. Facilitate development and monitoring Operational plans Monitor implementation of Ideal Clinic Realisation and Monitoring. Facilitate compliance of PHC facilities to Norms and Standards. Ensure that risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Participate in operation Sukumasakhe.
- ENQUIRIES** : Dr. SB Nkosi Tel No: (034) 331 3011
- APPLICATIONS** : Please forward applications quoting reference number to: Human Resource Management, Niemeyer Memorial Hospital, Private Bag X1004, Utrecht, 2980.
- NOTE** : Directions to Candidates: The following documents must be submitted: Applications are not required to submit copies of qualification and other

relevant document on applications but must submit the Employment Form (Z83) and the detailed Curriculum Vitae. Certified copies of certificates and other relevant documents will only be requested from shortlisted candidate on or before the interviews. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The reference number must be indicated in the column provided on form Z83 e.g. Reference Number (NMH/AMN/2023) Persons with disabilities should feel free to apply for the post. No faxed and emailed applications will be considered. Failure to comply with the above instructions will disqualify the applicants. The appointment is subject to positive outcome obtained from the State Security Agency (SAA) to the following checks (criminal clearance, credit records, and citizenship), verification of educational qualifications by SAQA, verification of previous experience from Employers. Please note that due to a large number of applications received, applications will not be acknowledged, however, only the short-listed applicants will be advised of the outcome. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Please note that no S&T payments will be considered for payment to candidates that are Invited for interview.(This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity at all levels of different Occupational Categories in the Department). Equity Target: Male African

- CLOSING DATE** : 06 November 2023
- POST 38/143** : **OPERATIONAL MANAGER (SPECIALTY) PHC REF NO: MAL CHC 31/2023**
Re-advertisement
- SALARY** : R627 474 per annum. Plus 12% rural allowance. Other benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance
- CENTRE REQUIREMENTS** : Mfundo Arnold Lushaba CHC – Mabheleni Primary Health Care Clinic
Senior Certificate / Matric, Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as a Professional Nurse; current registration with SANC as Professional Nurse (2023 receipt); A post basic qualification with a duration of at least one (01) year accredited with SANC in Clinical Nurse Science, Assessment, Diagnosis, Treatment and Care; A minimum of 9 years of experience in nursing after registration as professional nurse with SANC in General nursing, at least 5 years of the period referred to above must be experience after obtaining one year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Recommendations: A valid Driver's Licence; Computer skills in basic programmes. Skills, Training, And Competence Required: Knowledge of SANC Rules and Regulations; Knowledge of Legislative Framework and Departmental prescripts; Leadership, organizational, Decision making, problem solving and interpersonal skills; Basic financial management skills; Knowledge of Human Resource Management; Personal Attitude, Responsive, Professionalism, Supportive, Assertive and Team player role; Communication skills and decision making skills; Leadership and supervisory skills.
- DUTIES** : Assist in planning, organizing and monitoring of objectives of the PHC facility; 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; Monitor Provision of quality comprehensive service delivery at the facility; Display awareness and willingness to respond to patient's needs, requirements and expectations including participating actively in Operation Sukuma Sakhe; Work as part of the multidisciplinary team to ensure good nursing care; Demonstrate effective communication with patients, community and multidisciplinary team; Monitor safe patient service and improve client satisfaction in the clinic; Participate in the analysis and formulation of nursing policies and procedures; Provide direct and indirect supervision of all staff within the unit and give guidance; Demonstrate an understanding of Human Resource and Financial Management Policies and procedures; Monitor and evaluate care and management of all patients through clinical audits; Ability to

supervise Medical and Surgical emergencies and refer appropriately; Monitor implementation of PHC Re-Engineering; Implement and monitor performance on indicators on weekly, daily and monthly basis; provide feedback and analysis of data to management; Exercise control of discipline and any other Labour Related issues in terms of laid down procedures; Ensure effective, efficient and economical use of allocated resources; Ensure functionality of the clinic committee so that community involvement and participation is achieved.

ENQUIRIES : Mrs T.T Shezi (Deputy Nursing Manager) Tel No: (039) 972 8265
APPLICATIONS : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220.
FOR ATTENTION : Miss S. Pillay
CLOSING DATE : 10 November 2023

POST 38/144 : **OPERATIONAL MANAGER SPECIALTY – OBSTETRICS & GYNAE REF NO: GJGM89/2023 (X1 POST)**
 Component: Nursing Management Services

SALARY : R627 474 per annum. Other benefits: 13th Cheque, 8% inhospitable allowance, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)

CENTRE : General Justice Gizenga Mpanza Regional Hospital
REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in nursing or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse with midwifery. Minimum of 9 years appropriate recognizable nursing experience after registration as a professional nurse with SANC in General Nursing. One (1) year Post basic qualification in Advanced Midwifery. At least 5 years of the period referred to above must be appropriate recognizable experience after obtaining. 1 year post basic qualification in Advanced Midwifery. Current registration With SANC (2023 Receipt). Knowledge, Skills and Competencies: Knowledge and insight into nursing processes and procedures. Nursing statutes and other relevant Public Service Acts. Decision making and problem solving skills. Interpersonal skills in dealing with conflict management. Knowledge and implementation of norms and standards and ideal hospital realization and maintenance framework. Good communication skills. Supervisory and analytical thinking skills. Application of the APIER and SMART approach. Ability to work under pressure. Willingness to work shifts, night duty, weekends and public holidays including hours when the need arises.

DUTIES : Develop and implement standards, practices and indicators for quality patient care. Provide comprehensive quality nursing care to patients in a specialty field in a cost effective and efficient manner. Improve data management system and ensure timeous submission to FIO. Ensure effective efficient management and utilization of resources. Monitor and evaluate staff performance (EPMDS). Implement plan of action in emergency situation according to protocols, SOP and guidelines i.e. ectopic pregnancy , molar pregnancy. Maintain constructive working relationship with multidisciplinary team members. Participate in the implementation and analysis of clinical guidelines for all programs and ensure that standards of care are integrated in order to retain clients to care. Ensure that all clinical and non clinical programs are implemented e.g IPC, Norms and standards and Women health etc.

ENQUIRIES : Mrs DS Khanyezi (Assistant Nurse Manager) Tel No: (032) 437 6382
APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of educational

qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

- CLOSING DATE** : 03 November 2023
- POST 38/145** : **OPERATIONAL MANAGER (PHC) REF NO: NGWE 130/2023**
Department: Primary Health Care
- SALARY** : R627 474 – R703 752 per annum. Other benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance
- CENTRE REQUIREMENTS** : Ngwelezana Tertiary Hospital
Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. A post basic qualification with a duration of at least one year in Clinical Nursing Science, Health Assessment, Treatment and Care (Primary Health Care). Current SANC receipt. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate / recognizable experience after obtaining the one year post basic qualification in the relevant field. Valid driver's license. Knowledge, Skills, Attributes and Abilities: In depth understanding of nursing legislation and related legal and ethical nursing practices and how it impacts on service delivery; Nursing Act, Health Act; Occupational Health and Safety Act, Patient Rights Charter, Batho Pele Principles, Public Service Regulations, Disciplinary Code and Procedure, Grievance Procedure; Performance Management and Development policy. Basic understanding of human resources and financial policies and practices. Effective communication skills with stakeholders. Teamwork and report writing skills; Leadership, organizational, decision making and problem solving abilities. Diversity Management and change management. Good interpersonal relations and basic computer skills.
- DUTIES** : Ensure effective clinical governance through quality improvement processes- clinical auditing, process mapping and management of health risks. Provide clinical leadership. Improve quality of clinical services. Provide clinical training monitoring and evaluation. Teaching and research activities. Provide primary health care supervision, monitoring and evaluation of systems for all clinics under Ngwelezana Hospital. Facilitate development of SOP. Provide trainings and regular skills audit. Recommend changes based on the evidence based practice. Clinical investigation compile report after investigation and monitor. Attend perinatal and mortality review meetings. Ensure clinical nursing practice by nursing team in accordance with the scope of practice and nursing standards as determined Ngwelezana Hospital. Promote quality of nursing care as directed by the professional scope of practice and standards in line with facility operational plan. Provide strategic leadership in the delivery of integrated sub-district health system based on relevant policies. Conduct sub-district clinic analysis on status of MNCWH. Ensure effective performance management of staff in line with Performance Management and Development

system policy of the department. Accelerate implementation of PHC re-engineering. Effective management of complaints, ideal clinic, and national core standards initiatives prioritization. Effective implementation of disciplinary code and procedures fairly and equally. Ensures effective records management and submission of monthly reports /stats accordingly. Ensure that clinical risks and hazards are identified and dealt with accordingly in line with departmental imperatives. Reduce the burden of diseases. Ensures effective, efficient and economical use of resources. Support facilities in accreditation to ICRM and Norms and standards. Conduct sub-district maternal and perinatal review meetings. Implement key CARMMA Components. Work in collaboration with internal and external stakeholders within uMhlathuze sub-district.

**ENQUIRIES
APPLICATIONS**

: Mr S Mtshali Tel No: (035) 901 7298/7224
 : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 03 November 2023

POST 38/146

: **OPERATIONAL MANAGER NURSING- PAEDS REF NO: NKAH 20/2023**
 Re-advertised

SALARY

: R627 474 - R703 752 per annum. Other Benefits: medical aid (optional), 8% rural Housing allowance: employee must meet the prescribed requirements.

**CENTRE
REQUIREMENTS**

: Nkandla Hospital (PAEDS)
 : Senior certificate (Grade 12), Senior Certificate (Grade 12), Degree / Diploma in General Nursing and Midwifery, A minimum of 09 years appropriate / recognizable experience in nursing after registration as Professional Nurse with SANCA, A minimum of 5 years with diploma of child nursing science (specialty) appropriate / recognizable experience in nursing after registration as Professional Nurse with SANCA,), (no attachments / copies / certified copies / proof / certificates/letter on application, Only Z83 and CV, applicants will submit documents only when shortlisted) .Valid driver's license. Report writing skills, Financial management, Strong interpersonal, communication and presentation skills, An understanding of the challenges facing the public

health sector, Ability to make independent decisions, Ability to translate transformation objectives into practical plans, Ability to prioritize issues and other work related matters and to comply with the frame, Proven initiative, decisiveness and to acquire new knowledge swiftly.

DUTIES

: Ensure adherence to prescribed nursing policies and procedures, Demonstrate an in depth understanding of legislations and related legal and ethical nursing practice and how this impacts on service delivery, Co-ordinate and monitor the implementation of nursing care plan and evaluate employees thereof, Implement and monitor staff performance in terms of EPMDS, Ensure that all quality and infection control initiative are adhered to i.e OHSC/ ideal hospital, Manage complaints and PSI within hospital, Utilizes a family centred approach in providing paediatric/child nursing, Effective implementation of all child health initiative e.g CHIPP/SAM MDT, Provide administrative services, Maintain a constructive relationship with nursing and other stakeholders, Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility, Utilize resources efficiently and effectively, Demonstrate a basic understanding of HR and financial policies and practices, Exercise control of discipline, grievances and any other labour related issues in terms of laid down procedures, Manage quality data information system.

**ENQUIRIES
APPLICATIONS**

: Mrs PN Kunene Tel No: (035) 833 5000, ext. 5021
: All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital, Private Bag X102, Nkandla, 3855

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 03 November 2023

<u>POST 38/147</u>	:	<u>OPERATIONAL MANAGER NURSING (PHC) REF NO: H LH39 /2023</u> Re-advert those that previously applied need not to re –apply
<u>SALARY</u>	:	R627 474 per annum. Plus Medical aid (optional) 13th cheque, Housing Allowance (Employee meet prescribed requirements) and 12% Rural Allowance
<u>CENTRE REQUIREMENTS</u>	:	Macabuzela Clinic National Senior certificates (Grade 12) or Standard 10. An appropriate National Diploma/Degree in General Nursing with Midwifery. 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of 9 year’s appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must appropriate/recognizable experience after obtaining the 1 year post basic qualification specialty. Current registration with SANC receipt as a Professional Nurse (2023). Only shortlisted candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Legislative Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills. Sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal. Provide mentoring and coaching skills. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principles.
<u>DUTIES</u>	:	Participate in PHC Supervision and also assist to relieve PHC Supervision in the Hospital PHC office. Facilitate implementation of ICRM and norms and Standard. Facilitate and monitor implementation of PHC re-engineering in the feeder clinic. Monitor implementation of Clinical governance in feeder clinics. Plan and organize the clinic. Provision of advanced/ more complex primary curative health. Health education of the patients, public and staff. Assists patients and families to develop a sense of self care. Ensure evaluation and follow up of patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient’s clinical conditions. Continuous evaluation of nursing care and nursing services. Effective crisis management in the clinic. Involvement with matching research to the needs of the community. Work effective and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the units. Display a concern for concern for patients, promoting and advocating proper treatment and care. Ensure that the unit adheres to the principles of Bath-Pele. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Provide monthly reports to nursing management. Ensure proper utilization of all resources and exercise care over government property.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. B.S.V Ndlovu Tel No: (035) 838 8610 The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital 60 Saunders Street, Hlabisa, 3937.
<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 , An updated Curriculum Vitae (CV), and Z83, only shortlisted candidates will attach the documents. NB: It is the applicant’s responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83. NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course . This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational. Categories in the Department. The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.
<u>CLOSING DATE</u>	:	10 November 2023

POST 38/148 : **OPERATIONAL MANAGER NURSING (PHC) REF NO: HLH 40/2023**

SALARY : R627 474 per annum. Plus Medical aid (optional) 13th cheque, Housing Allowance (Employee must meet prescribed requirements) and 12% Rural Allowance

CENTRE : Mpembeni Clinic

REQUIREMENTS : National Senior certificates (Grade 12) or Standard 10. An appropriate National Diploma/Degree in General Nursing with Midwifery. 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). A minimum of year's appropriate/recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must appropriate/recognizable experience after obtaining the 1 year post basic qualification specialty. Current registration with SANC receipt as a Professional Nurse (2023). Only shortlisted candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of SANC rules and regulations. Knowledge of Legislative Framework and Department prescripts. Knowledge of National and Provincial Acts Policies. Basic financial management skills. Sound management, negotiations problem solving and decision making skills. Good communication skills both written and verbal .Provide mentoring and coaching skills. Display a concern for patients promoting and advocating and facilitating proper treatment and ensuring that the unit adheres to Batho Pele Principle.

DUTIES : Plan and organize the clinic. Provision of advanced/ more complex primary curative health. Health education of the patients, public and staff. Assists patients and families to develop a sense of self care. Ensure evaluation and follow up of patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient's clinical conditions. Continuous evaluation of nursing care and nursing services. Effective crisis management in the clinic. Involvement with matching research to the needs of the community. Work effective and amicably, at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work time and that of junior colleagues to ensure proper nursing service in the units. Display a concern for patients, promoting and advocating proper treatment and care. Ensure that the unit adheres to the principles of Bath-Pele. Provide a safe and therapeutic environment to practice safe nursing care. Monitor and evaluate staff performance in terms of Employee Performance Management Development System (EPMDS). Ensure the effective management of complaints. Provide monthly reports to nursing management. Ensure proper utilization of all resources and exercise care over government property. Ensure implementation of ideal clinic and norms and standards.

ENQUIRIES : Mrs. B.S.V Ndlovu Tel No: (035) 838 8610

APPLICATIONS : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937.

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV), and Z83, only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants , please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational. Categories in the Department. The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 10 November 2023

<u>POST 38/149</u>	:	<u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EMP44/2023</u> Component: Occupational Therapy Services
<u>SALARY</u>	:	R520 785 – R578 367 per annum. Plus 13th Cheque, Home Owners Allowance Employee must meet prescribed requirements), Medical aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Queen Nandi Regional Hospital (Empangeni) Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Health Professions Council of South Africa (HPCSA), Registration Certificate as Occupational Therapist, Current registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Recommendations: Experience with working with neurologically impaired paediatric patients. Knowledge of Occupational Therapy medicolegal work. Driver's License. Knowledge, Skills And Competencies Required: Sound knowledge of Occupational Therapy practices and ethos. Sound knowledge of Occupational Health and Safety Act and Labour Relations. Ability to plan and organize own work and that of junior staff. Clinical competence- execution of treatment procedures. Ability to communicate clearly, motivate and solve minor operational conflicts. Leadership and good interpersonal relations. Ability to problem solving and application of analytical skills in patient care, decision making and management procedures. Ability to plan and work within a multidisciplinary team. Good knowledge of physical, psychiatric conditions, paediatrics, and application of appropriate therapeutic interventions. Knowledge of relevant health acts and legislation that governs Kwa Zulu Natal and the profession e.g. Occupational Health & Safety, Scope of Practice and National Health Act.
<u>DUTIES</u>	:	Ensure provision of good quality Occupational Therapy service according to patient's needs. Provide leadership and guidance in the Occupational Therapy Services. Supervise Occupational Therapists Community Service and Occupational Therapist Assistants. Represent Occupational Therapy Services in meetings, workshops and events. Render diagnostic and therapeutic Occupational Therapy Services in accordance with patient needs including completions of disability grant assessments, work assessments; prescribing and ordering of relevant assistive devices according to patient's needs. Facilitate psycho-social rehabilitation support groups for patients with occupational or mental illness. Use a holistic approach in providing health care services including counselling of both patient and family when necessary. Inspect and use equipment professionally ensuring that it complies with the safety standards. Develop and monitor implementation of SOP's and other quality improvement programmes to ensure compliance with National Core Standards. Write reports when required and submit accurate treatment records. Attend ward rounds regularly and report on patient progress to the health care team. Attend institutional in-service training programmes, conduct campaigns and awareness. Contribute to the overall growth of the Occupational Therapy unit in the institution
<u>ENQUIRIES APPLICATIONS</u>	:	Dr M Samjowan Tel No: (035) 907 7008 All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	:	Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	:	Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must be available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

- CLOSING DATE** : 03 November 2023
- POST 38/150** : **CHIEF DIAGNOSTIC RADIOGRAPHER GRADE 1 REF NO: DPKISMH 59/2023 (X1 POST)**
Component: Radiography
- SALARY** : Grade 1: R520 785 – R578 367 per annum. Benefits: 13th Cheque plus Housing Allowance (Employee must meet prescribed requirements) Medical Aid (Optional)
- CENTRE REQUIREMENTS** : Dr Pixley Ka Isaka Seme Memorial Hospital
: Senior Certificate/Grade 12 or Equivalent. National Diploma/Degree with Diagnostic Radiography. Registration with HPCSA as a Diagnostic Radiographer. Current registration with HPCSA as a Diagnostic Radiographer (2023/2024). Minimum of 3 years' experience after registration with HPCSA as a Diagnostic Radiographer. Current and previous experience endorsed by Human Resources department will be required from shortlisted candidates. All successful candidates will have to spend minimum one year in service. Recommendations: Computer Literacy. Exposure to PACS/RIS and Digital environment will be an added advantage. Knowledge Skills Training And Competencies Required: Sound knowledge of diagnostic radiography procedures and equipment. Sound knowledge of Radiation Control and safety measures. Sound knowledge of relevant Health and Safety Acts. Ability to communicate effectively and problem solving skills. Good interpersonal relations and ability to perform well within a team. Ability to perform quality assurance tests as stipulated by radiation control directorate. Sound knowledge of Public Service Human Resource policies and procedures including EPMDs. Ability to supervise junior, support staff and student radiographers.
- DUTIES** : To provide high quality diagnostic radiographic imaging for X-ray, CT, MRI and Fluoroscopy services. To promote good health practices and ensure optimal care to patients. To execute all clinical procedures competently to prevent complications. To provide a 24 hour radiographic service including weekends and public holidays. To comply with safety and radiation protection standards. To contribute to the overall work process in the component. To comply with and promote Batho Pele principles in the execution of all duties for effective service delivery. Participate in quality assurance and quality improvement projects including implementation of the National Core standards. Participate in departmental policies and procedure development. Participate in monthly departmental meetings and other activities when called upon. Participate and carry out EPMDs on members of staff allocated under your supervision. Be actively involved in In-service training, student training and Peer Review and CPD activities and supervision of support staff. Perform other duties as per delegation by radiography management
- ENQUIRIES APPLICATIONS** : Ms LN Phungula (Assistant Director: Radiography) Tel No: 031- 530 1432
: To be hand delivered to 310 Bhejane Street (Hospital Gate Number 2) Kwamashu or emailed to: Pixley.recruitment@kznhealth.gov.za

<u>FOR ATTENTION NOTE</u>	: 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.
<u>CLOSING DATE</u>	: 03 November 2023
<u>POST 38/151</u>	: <u>CHIEF OCCUPATIONAL THERAPIST GRADE 1 REF NO: EMP44/2023</u> Component: Occupational Therapy Services
<u>SALARY</u>	: R520 785 – R578 367 per annum. Plus 13th Cheque, Home Owners Allowance Employee must meet prescribed requirements), Medical aid (Optional)
<u>CENTRE REQUIREMENTS</u>	: Queen Nandi Regional Hospital (Empangeni) : Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Health Professions Council of South Africa (HPCSA), Registration Certificate as Occupational Therapist, Current registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Recommendations: Experience with working with neurologically impaired paediatric patients. Knowledge of Occupational Therapy medicolegal work. Driver's License. Knowledge, Skills and Competencies Required: Sound knowledge of Occupational Therapy practices and ethos. Sound knowledge of Occupational Health and Safety Act and Labour Relations. Ability to plan and organize own work and that of junior staff. Clinical competence- execution of treatment procedures. Ability to communicate clearly, motivate and solve minor operational conflicts. Leadership and good interpersonal relations. Ability to problem solving and application of analytical skills in patient care, decision making and management procedures. Ability to plan and work within a multidisciplinary team. Good knowledge of physical, psychiatric conditions, paediatrics, and application of appropriate therapeutic interventions. Knowledge of relevant health acts and legislation that governs Kwa Zulu Natal and the profession e.g. Occupational Health & Safety, Scope of Practice and National Health Act.
<u>DUTIES</u>	: Ensure provision of good quality Occupational Therapy service according to patient's needs. Provide leadership and guidance in the Occupational Therapy Services. Supervise Occupational Therapists Community Service and Occupational Therapist Assistants. Represent Occupational Therapy Services in meetings, workshops and events. Render diagnostic and therapeutic Occupational Therapy Services in accordance with patient needs including completions of disability grant assessments, work assessments; prescribing and ordering of relevant assistive devices according to patient's needs. Facilitate psycho-social rehabilitation support groups for patients with occupational or mental illness. Use a holistic approach in providing health care services including counselling of both patient and family when necessary.

Inspect and use equipment professionally ensuring that it complies with the safety standards. Develop and monitor implementation of SOP's and other quality improvement programmes to ensure compliance with National Core Standards. Write reports when required and submit accurate treatment records. Attend ward rounds regularly and report on patient progress to the health care team. Attend institutional in-service training programmes, conduct campaigns and awareness. Contribute to the overall growth of the Occupational Therapy unit in the institution.

- ENQUIRIES** : Dr M Samjowan Tel No: (035) 907 7008
- APPLICATIONS** : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION** : Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.
- CLOSING DATE** : 03 November 2023
- POST 38/152** : **CHIEF OCCUPATION THERAPIST REF NO: MGMH41/2023**
- SALARY** : R520 251 – R595 251 per annum. Plus 13th cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements).
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : Senior Certificate /Matric or Grade 12, an appropriate qualification as an Occupational Therapist. Three years' experience as an Occupational Therapist in Paediatrics and Drivers License. Knowledge, Skills, Training and Competencies Required: Knowledge of Occupational Therapy medicolegal work. Experience with working with neurologically impaired paediatrics patients. Sound knowledge and skills in OT paediatrics, general diagnostics and therapeutic procedures. Good knowledge of ethical code and scope of practice. Good skill and knowledge in the use of OT equipment, therapeutic media and assistive devices. Good management and supervisory skills for

staff and patients. Good knowledge of institutional administrative tasks and duties. Good knowledge of physical, psychiatric conditions, paediatrics and application of appropriate therapeutic interventions. Knowledge of relevant health acts and legislation that governs KwaZulu Natal and the profession e.g. Occupational Health and Safety, Scope of practice, National Health Act. Excellent verbal and written communication skills. Ability to problem solve and application of analytical skills in patient care, decision making and management procedures. Ability to plan and work within a multidisciplinary team.

DUTIES : Plan and implement optimal occupational therapy service. Perform all delegated clinical and management responsibilities within applicable legislation. Treat and manage a clinical case load including practical teaching and mentorship. Ensure a comprehensive general and paediatrics service encompassing assessment, treatment, care giver training, community/home/clinic visits, outreach, group work, block therapy, assistive devices manufacture issue and replacement including specialized seating and wheelchairs/buggies. Develop and implement quality assurance programmes, clinical guidelines, audits (National Core Standards, Infection Control, Ideal Hospital, Norms and Standards). Provide supervision, support and mentorship to all levels of staff. Initiate/implement and participate in professional development programmes and teachings. Plan/assist manager with planning and implementation of operational & procedure plans and budget analysis. Manage or assist with an appropriate budget for equipment, consumables and assistive devices. Assume effective administrative responsibilities: report writing, statistics, audits, performance appraisal, meetings, legal report writing, labour relations, leave policy and clinical protocol development. Ensure good interpersonal skills with staff, patients, consultants, students, team members. Safeguard and evaluate the status of equipment and infrastructure with a repair and maintenance programme. Support the manager in all transformative changes and additional management tasks as needed.

ENQUIRIES : Ms. T Reddy Tel No: (031) 502 1719, ext. 2172
APPLICATIONS : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.

FOR ATTENTION : Mr ES Gwala
NOTE : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the website-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. 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 (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH41/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

CLOSING DATE : 03 November 2023

POST 38/153 : **CLINICAL PROGRAMME COORDINATOR (QUALITY ASSURANCE) REF NO: EMP49/2023**
Component: Monitoring & Evaluation Services

SALARY : R497 193 – R559 686 per annum. Plus 13th Cheque, Home Owners Allowance Employee must meet prescribed requirements), Medical aid (Optional)

<u>CENTRE REQUIREMENTS</u>	: Queen Nandi Regional Hospital (Empangeni) : Senior certificate (Grade 12) or equivalent. Degree/ Diploma in General nursing and Midwifery that allows registration with SANC as Professional Nurse, Current SANC Receipt (2023), A minimum of seven (07) years appropriate / recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Software applications (MS Office), Valid EB (Code 8) Drivers License. Recommendation: Planning, Monitoring and Evaluation experience in a Health Care Environment will be an added advantage. Knowledge, Skills, Competencies Required: Knowledge of legislative current public service, Health related Legislations and Quality Assurance Framework. Knowledge of hospital quality assurance practices, Risk Management and Patient Safety Incident Reporting. Knowledge of hospital functions and operations. Practical experience in Quality Assurance and Accreditation. Knowledge of National and Provincial Priority Programmes and Guidelines. Knowledge of Clinical Governance Framework and implementation. Knowledge of Norms and Standards and Ideal Hospital Realization and Maintenance Framework. Ability to critically analyse complex information and to interpret that in relation to performance, health outcomes relevant to institution and performance reports. Proficient in the application of computer software packages. Strong leadership, planning and organizational skills. Project Management Skills. Decision making skills and Problem solving skills. Ability to work independently and under pressure. High level of communication skills, both written and verbal Data. Management skills.
<u>DUTIES</u>	: Develop and promote a Quality assurance culture within the institution. Facilitate and ensure effective functioning of the Quality Assurance Committees within the facility. Ensure and monitor the compliance of the institution to Quality Programs especially Norms and Standards and Ideal Hospital Realization and Maintenance Framework. Facilitate and participate in the development of institutional Standard Operating Procedures and protocols with regards to Quality. Report and record all patient safety incidents in the facility. Reinforce and instil a good Clinical and Corporate Governance culture. Monitor, evaluate and report on the delivery of quality care at institutional level including clinical care, waiting times and Patient Experience of care at the institution. Maintain accurate reports and records of quality assessments and ensure timeous interventions on non-compliance. Provide advice on various aspects of quality care to all departments within the institution. Compile and submit monthly / quarterly reports to senior management for timeous submission to the District. Develop a Business plan for the unit and exercise control over utilization of such budget. Represent the institution in the District Quality Improvement Committees. Perform Quality improvement audits, surveys and assessments according to Plans and report to Senior management. Monitor and evaluate delivery of quality care at the hospital. Ensure implementation of National and Provincial initiatives (Patient Rights Charter, Batho Pele. Complaints management system (etc). Identify, facilitate and coordinate all Quality Improvement Plans.
<u>ENQUIRIES APPLICATIONS</u>	: Mrs Y Paliam Tel No: (035) 907 7012 : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
<u>FOR ATTENTION</u>	: Deputy Director: Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
<u>NOTE</u>	: Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company

Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.

- CLOSING DATE** : 03 November 2023
- POST 38/154** : **OPERATIONAL MANAGER NURSING (GENERAL) REF NO: MBO 78/2023 (X1 POST)**
Component: HAST
- SALARY** : R497 193 – R559 686 per annum, other benefits: medical aid (optional) home owners allowance: employee must meet prescribed requirements, 8% rural allowance, 13th cheque
- CENTRE** : Mbongolwane District Hospital
- REQUIREMENTS** : Senior certificate/ Matric. Basic R425 Degree /Diploma in General Nursing with Midwifery. Minimum of 7 years appropriate recognizable experience in nursing after registration as a professional nurse with SANC in General Nursing. Current registration with SANC (2023 Receipt). Current and previous work experience written by supervisor. Recommendations: Computer literacy. NIMART trained. Knowledge, Skills and Competences Required: Knowledge of public service policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing directed by professional scope of practice and standards as determined by the institution. Good communication, leadership, interpersonal and problems solving skills. Knowledge of code of conduct and Labour Relations. Conflict management and negotiation skills. Decision making and problems solving skills. Knowledge of Batho Pele Principles and patient right charter.
- DUTIES** : Supervise and ensure provision of an effective and efficient patient care through adequate nursing care by the unit. Ensure compliance to quality assurance, infection prevention and control, the implementation of Ideal Hospital (IHRM) and Office of Health Standard Compliance (OHSC) by the unit. Ensure compliance to priorities of the MEC for health by the unit. Monitor and evaluate HAST Integrated programme i.e. ART, TB, STI and EMTCT. Conduct clinic support visits to monitor implementation of HAST programme. Manage information system by ensuring that correct, accurate data is collected, collated, verified and submitted by the unit to improving data quality. Monitor and evaluate quality of nursing services in the unit. Manage and control staff absenteeism maintain staff discipline. Ensure effective management of staff and patients to eliminate grievances and complaints from patients. Effective management of the unit from planning, implementation, monitoring and evaluation of all services including maternal and child services Ensure implementation of employee performance management system (EPMDS) to monitor staff performance. Participate in the analysis, formulation and implementation of nursing guidelines, practices standard and procedures. Manage and monitor proper utilization of human, financial and material resources.
- ENQUIRIES** : Mrs. T Ndlovu (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1011

<u>APPLICATIONS</u>	:	Applications should be forwarded to: www.e-services.gov.za or The Chief Executive Officer or Hand Deliver to: Private Bag X126, Mbongolwane District Hospital, Kwa-PETT, 3820
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager
	:	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 November 2023
<u>POST 38/155</u>	:	<u>OPERATIONAL MANAGER NURSING (GENERAL) REF NO: MBO 79/2023 (X1 POST)</u> Component: OPD
<u>SALARY</u>	:	R497 193 – R559 686 per annum, other benefits: medical aid (optional) home owners allowance: employee must meet prescribed requirements, 8% rural allowance, 13 th cheque
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Grade 12 / Matric Certificate. Basic R425 Degree /Diploma in General Nursing. Minimum of 7 years appropriate recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. Current registration with SANC (2023 Receipt). Previous and current work experience written by supervisor. Recommendations: Computer literacy. Knowledge, Skills And Competences Required: Knowledge of public service policies, Acts and Regulations. Knowledge of SANC Rules and Regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing directed by professional scope of practice and standards as determined by the institution. Good communication, leadership, interpersonal and problems solving skills. Knowledge of code of conduct and Labour Relations. Conflict management and negotiation skills. Decision making and problems solving skills. Skills in organizing planning and supervising. Knowledge of Batho Pele Principles and patient right charter.
<u>DUTIES</u>	:	Supervise and ensure provision of an effective and efficient patient care through adequate nursing care by the unit. Ensure compliance to quality assurance, infection prevention and control, the implementation of Ideal Hospital (IHRM) and Office of Health Standard Compliance (OHSC) by the unit. Ensure compliance to priorities of the MEC for health by the unit as detailed in a make me look like a Hospital project. Organize OPD considering triage, emergencies and clients with flu like symptoms. Manage information system by ensuring that correct, accurate data is collected, collated, verified and submitted by the unit to improving data quality. Monitor and evaluate quality of nursing services in the unit. Manage and control staff absenteeism maintain staff discipline. Ensure effective management of staff and patients to eliminate grievances and complaints from patients. Ensure implementation of employee performance management system (EPMDS) to monitor staff performance. Participate in the analysis, formulation and implementation of nursing guidelines, practices standard and procedures. Manage and monitor proper utilization of human, financial and material resources. Effective management of the unit from planning, implementation, monitoring and evaluation of all services and programs

ENQUIRIES : Mrs. T Ndlovu (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1011

APPLICATIONS : Applications should be forwarded to: www.e-services.gov.za or The Chief Executive Officer or Hand Deliver to: Private Bag X126, Mbongolwane District Hospital, Kwa-PETT, 3820

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.

CLOSING DATE : 10 November 2023

POST 38/156 : **ULTRA-SONOGRAPHER GRADE 1-3 REF NO: KH 32/2023**

SALARY : Grade1: R444 741 - R506 016 per annum
Grade 2: R520 785 - R595 251 per annum
Grade 3: R612 642 - R658 482 per annum
and 12% inhospitable allowance of basic salary, 13th cheque, Medical Aid (optional), Housing Allowance (employee must meet prescribed requirements).

CENTRE : Kwa-Magwaza District Hospital (Radiology)

REQUIREMENTS : Grade 12 /Senior Certificate. Degree /National Diploma in Ultrasound Current registration with HPCSA as Sonographer. **Grade 1:** No experience after registration with the Health Profession Council of South Africa (HPCSA) as an ultra-sonographer in respect of RSA qualified employee who performed community service as required in South Africa.1-year relevant experience after registration with GPCSA in respect of foreign qualified employees. **Grade 2:** A minimum 10 years appropriate /recognizable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who perform community service as required in South Africa.11 years' experience after registration with HPCSA in respect of foreign qualified employees. **Grade 3:** A minimum 20 years appropriate /recognizable experience after registration with HPCSA as an ultra-sonographer in respect of RSA qualified employees who perform community service as required in South Africa.21 years' experience after registration with HPCSA in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

DUTIES : Provide quality patient centred to all patients. Undertake ongoing care of individual patients to allow for continuity of care. Active participation as a member of the health service institution. Perform clinical audits in the Department. Attend departmental meetings and participate in presentations. Perform other duties as allocated by the Head of Department. Maintain clinical, professional Assist Operational Manager in the management of the clinic. Assist doctors during Clinic visits. Assist in track and tracing of early missed and defaulters of chronic treatment. Provide Clinical assessment, diagnosis, treatment and care of all clients visiting the Clinic. Report all medication using Synch. Give health education to clients on adherence to treatment. Audit clinical records by analysing data. Implement quality improvement plans for audits done. Implement EPMDS as per Circulars. Provide in service education to staff about labour related issues.

ENQUIRIES : Dr I.F Mbokazi Tel No: (035) 450 8216

<u>APPLICATIONS</u>	:	All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital, Private Bag X808, Melmoth, 3835, hand delivered to KwaMagwaza Hospital, KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplication@kznhealth.gov.za
<u>FOR ATTENTION NOTE</u>	:	Assistant Director: HRM
	:	Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za . The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date they must accept that their application were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities.
<u>CLOSING DATE</u>	:	03 November 2023
<u>POST 38/157</u>	:	<u>CHIEF ARTISAN REF NO: EMP45/2023</u> Component: Maintenance Services
<u>SALARY</u>	:	R434 787 – R494 619 per annum. Plus 13th Cheque, Home Owners Allowance Employee must meet prescribed requirements), Medical aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	Queen Nandi Regional Hospital (Empangeni)
	:	N6 Certificate or National Diploma in Electrical/Mechanical/Structural. Appropriate Trade Test Certificate in terms of section 13(2)(h) of the Manpower Act of 1981 as amended. Valid driver's license. Ten (10) years post qualification experience required as an Artisan / Artisan Foreman. Knowledge, Skills And Experience Required: Team work. Project Management. Technical Design and analysis knowledge. Computer Aided Technical applications. Knowledge of Legal compliance. Technical Report Writing. Technical Consulting. Production Process Knowledge and Skills. Problems Solving and Analysis. Decision Making & Creativity. Change Management and Financial Management. Customer Focus and responsiveness. Punctual, Working under pressure. Computer literate. Good communication. Team building and motivational skills. Sound knowledge of occupational health and safety Act and related legislation. Planning and Organizing.
<u>DUTIES</u>	:	Manage technical services and support in conjunction with technicians, artisans, associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provision standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification and inputs in to existing technical manuals. Standard drawings and procedures to incorporate new technology and ensure quality assurance in line with specification. Manage administrative and related functions. Provide inputs into the budgeting process. Provide and consolidate inputs to the technical operational plan, update database, manage artisans and related personnel and assets.

Manage, control and monitor expenditure according to budget to ensure efficient cash flow and manage the commercial value add of the discipline-related activities and services. Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise by continuous individual development to keep up with new technologies and procedures. Research / literate studies on technical / engineering technology to improve expertise. Liaise with relevant bodies / councils on technical / engineering-related matters. Ensure 24 hour coverage to attend to emergencies.

- ENQUIRIES** : Mr ME Mhlongo Tel No: (035) 907 7006
- APPLICATIONS** : All applications must be forwarded to: Human Resources Offices at Queen Nandi Regional Hospital Private Bag X20005, Empangeni, 3880. Physical Address: 21 Union Street, Empangeni, 3880.
- FOR ATTENTION** : Deputy Director Human Resources Mr SM Ndabandaba Tel No: (035) 907 7011
- NOTE** : Applicants are requested to apply with a new Z83 Application Form obtainable at any Government Department or the website www.kznhealth.gov.za (effective from 01.01.2021). The Z83 form must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on Z83. Detailed Curriculum Vitae (CV). Information such as Educational qualifications, date(s) of registration with council, relevant work experience and periods in service should be clearly indicated on the CV. Applicants are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested from shortlisted candidates only. General information: Short-listed candidates must available for interviews at a date and time determine by the KZN Department of Health. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). People with disabilities should feel free to apply. Males are encouraged to apply for this post. Applicants are respectfully informed that, if no notification is received within 3 months after the closing date, they must consider their applications unsuccessful. It is the applicant's responsibility to have a foreign qualification, which is the requirement of the post, evaluated by the South African Qualifications Authority (SAQA). All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be assessed. Due severe budgetary constraints that the hospital is currently facing, candidates are respectfully advised that the following cost cutting measures will apply: Subsistence & Travelling (S&T) allowance claims will not be processed. Resettlement and or relocation claims will not be paid. The Hospital has a limited accommodation; therefore, incumbents appointed for the post should arrange their own private accommodation prior the assumption of duty NB: Shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s and/or certified copies of qualifications and registration certificates (where applicable) prior to the date of the interview.
- CLOSING DATE** : 03 November 2023
- POST 38/158** : **CLINICAL NURSE PRATITIONER (GRADE 1 OR 2) REF NO: HLH 33/2023**
- SALARY** : Grade 1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)
- CENTRE** : Ntondweni Clinic
- REQUIREMENTS** : Senior Certificates (Grade 12) or equivalent. Degree /Diploma General Nursing with Midwifery **Grade 1:** A minimum of 4 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus Post Basic qualification with the duration of at least 1 year in Clinical Nursing Science, Health Assessment,

Treatment and Care Only shortlisted Candidate will Attach /submit proof
Grade 2: A minimum of 14 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least (10) ten years of the period referred above must be appropriate/ Recognizable working experience after Proof of current registration with SANC receipt as a Professional Nurse (2023). Only shortlisted candidates will Attach/Submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes, nursing statues and other relevant legal frameworks, such as Nursing Acts, Health Acts ,Patients Right Charter, Batho Pele Principles, Public Service Regulations .Disciplinary Code and Procedures in the Public Service .Reports writing leadership ,organization .Decision making and problem solving abilities ,Financials managements skills and budgeting knowledge .Empathy and counselling skills and knowledge .Strong interpersonal communication and presentation skills .Ability to make independent decisions .An understanding of the challenges facing the Public Health Sector .Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide quality comprehensive community Health Care. Provide educational Services to staff and clients. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administration and control of medication and other resources. Responsible for individual consultation sections and identification of community needs. Render ante/ Postnatal care services and conduct deliveries. Conduct clinical audits and implement quality improvement plans Uphold Batho Pele principles, Patients' Rights and Professionalism and Nursing Ethics. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor and other clinicians ,including report writing when required.

ENQUIRIES : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
APPLICATIONS : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa 3937.

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83, NB; failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application in due course. This Department is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 10 November 2023

POST 38/159 : **CLINICAL NURSE PRATITIONER (GRADE 1 OR 2) REF NO: HLH 36/2023**

SALARY : Grade 1: R431 265 per annum, (all-inclusive package)
 Grade 2: R528 696 per annum, (all-inclusive package)

CENTRE : Makhowe Clinic
REQUIREMENTS : Senior Certificates (Grade 12) or equivalent. Degree /Diploma General Nursing with Midwifery. **Grade 1:** A minimum of 4 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus Post Basic qualification with the duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care. Only shortlisted candidate will attach /submit proof. **Grade 2:** A minimum of 14 years appropriate /Recognizable working

experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least (10) ten years of the period referred above must be appropriate/ Recognizable working experience after Proof of current registration with SANC receipt as a Professional Nurse (2023). Only shortlisted candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required: Knowledge of nursing care processes, nursing statues and other relevant legal frameworks, such as Nursing Acts, Health Acts ,Patients Right Charter, Batho Pele Principles, Public Service Regulations .Disciplinary Code and Procedures in the Public Service .Reports writing leadership ,organization .Decision making and problem solving abilities ,Financials managements skills and budgeting knowledge .Empathy and counselling skills and knowledge .Strong interpersonal communication and presentation skills .Ability to make independent decisions .An understanding of the challenges facing the Public Health Sector .Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide quality comprehensive community Health Care. Provide educational Services to staff and clients. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administration and control of medication and other resources. Responsible for individual consultation sections and identification of community needs. Render ante/ Postnatal care services and conduct deliveries. Conduct clinical audits and implement quality improvement plans Uphold Batho Pele principles, Patients' Rights and Professionalism and Nursing Ethics.

ENQUIRIES : Mrs B.S.V Ndlovu Tel No: (035) 838 8610

APPLICATIONS : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937,Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) ;and Z83 ,Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted .Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83, NB: failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity ,Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person those appointments /transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 10 November 2023

POST 38/160 : **CLINICAL NURSE PRATITIONER (GRADE 1 OR 2) REF NO: HLH 38/2023**

SALARY : Grade 1: R431 265 per annum, (all-inclusive package)
Grade 2: R528 696 per annum, (all-inclusive package)

CENTRE : Hast
REQUIREMENTS : Senior Certificates (Grade 12) or equivalent. Degree /Diploma General Nursing with Midwifery. **Grade 1:** A minimum of 4 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus Post Basic qualification with the duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care. Only shortlisted Candidate will Attach /submit proof. **Grade 2:** A minimum of 14 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least (10) ten years of the period referred above must be appropriate/ Recognizable working experience after current registration with SANC receipt as a Professional Nurse (2023). Only shortlisted candidates will attach/submit proof. Knowledge, Skills, Training & Competencies Required:

Excellent communication skills, Human relations and ability to teach and train staff within a team. Knowledge of nursing care processes, nursing statutes and other relevant legal frameworks, such as Nursing Acts, Health Acts, Patients Right Charter, Batho Pele Principles, Public Service Regulations. Disciplinary Code and Procedures in the Public Service. Reports writing leadership, organization. Decision making and problem solving abilities, Financials managements skills and budgeting knowledge. Empathy and counselling skills and knowledge. Strong interpersonal communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the Public Health Sector. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with time frames.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide in service training to feeder PHC clinics and Hast Unit on PHC and Hast related clinical matters. Provide quality comprehensive community Health Care. Provide educational Services to staff and clients. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administration and control of medication and other resources. Responsible for individual consultation sections and identification of community needs. Render ante/ Post-natal care services and conduct deliveries. Conduct clinical audits and implement quality improvement plans Uphold Batho Pele principles, Patients' Rights and Professionalism and Nursing Ethics. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate effective communication with patients, supervisor and other clinicians, including report writing when required. Work in collaboration with Hospital and PHC Clinics to improve Hast Programme. Participate in the outreach Programme.

ENQUIRIES APPLICATIONS : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
 : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937.

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) and Z83. Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA). Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83. NB: failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge, However, every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity, Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 10 November 2023

POST 38/161 : **PROFESSIONAL NURSE SPECIALTY (ADVANCED MIDWIFERY) REF NO: HLH 46/2023 (X1 POST)**
 Component: Maternity Ward
 Re-advertised

SALARY : Grade 1: R431 265 per annum, (all-inclusive package)
 Grade 2: R528 696 per annum, (all-inclusive package)

CENTRE REQUIREMENTS : Maternity Ward
 : Matric Certificate/Grade 12, Diploma in General Nursing and Midwifery/Basic R425 qualifications. One year post basic qualification Diploma in Advanced Midwifery and Neonatal Nursing science. A minimum of 4 years appropriate/recognizable. Experience after registration as Professional Nurse with SANC in General Nursing in General Nursing. Current (2023) Registration with South African Nursing Council (SANC) As a Professional Nurse and advanced midwifery. **Grade 1:** A minimum of 4 years appropriate/Recognizable working

experience in Nursing after registration as Professional Nurse with SANC in General Nursing. One (1) year Post Basic Qualification Diploma in Advanced Midwifery and Neonatal Nursing Science. **Grade 2:** A minimum of 14 years appropriate / Recognizable working experience in Nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten (10) years of this period referred above must be appropriate / Recognizable working experience after obtaining 1 year Post Basic Qualification Diploma in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training & Competencies Required: Knowledge and understanding of Nursing legislation, nursing care processes and Procedures and other relevant legal frameworks such as Occupational Health and Safety Act, Health Act and Labour Relations Act. Knowledge of the Patient Right Charter, Batho Pele Principles, National Core Standards. Possess basic understanding of Human Resource and financial policies and practices. Good communication skills, report writing skills, facilitation skills, co-ordinary skills, liaison skills and problem solving skills. Planning & organizing skills. Good interpersonal and human relations. Knowledge of Public service act, regulations and policies. Knowledge of nursing care processes and procedures, nursing statuses and other relevant legal frameworks. Team building and diversity Management skills.

DUTIES

: To provide holistic nursing care to patients in all streams in a cost effective and efficient manner. Executive 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. Ensures the utilization of Maternal and neonatal updated guidelines and protocols. To take charge of the unit during the absence of the Operational Manager in charge and to manage the unit accordingly. To provide nursing care that that leads to improved service delivery. Perform standards procedures and solve problems communicating with patients and relatives. Maintain clinical competence by ensuring that the scientific principles of infection Prevention and Control practices. Participate in the implementation of priority programs and strategies to reduce. Morbidity and mortality rates, communicable and non-communicable disease. Implement quality improvement plans. Maintain accurate and complete patient's 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 team and assist in decision-making pertaining to health care delivery. Utilize human, material and physical resources efficiently and effectively. Ability to work independently in all sections of the unit. Ensure staff ongoing education and training in ESMOE, MBFI, EMTCT, YFS, etc. Maintain client satisfaction through quality service innovation and professionalism. Conduct clinical audits and compile summary reports. Attend sub-district perinatal meetings. Support feeder clinics in matters pertaining to MCWH.

ENQUIRIES

APPLICATIONS

: Mrs B.S.V Ndlovu Tel No: (035) 838 8610
 : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937

NOTE

: The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) and Z83. Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83, NB; failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge, However, every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department. The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

CLOSING DATE

: 10 November 2023

<u>POST 38/162</u>	:	<u>PROFESSIONAL NURSE –SPECIALTY (ICU) REF NO: 43/2023</u> Re –advertised.
<u>SALARY</u>	:	Grade 1: R431 265 per annum, (all-inclusive package) Grade 2: R528 636 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Hlabisa Hospital
<u>REQUIREMENTS</u>	:	Grade 12 (Senior Certificate). Degree/Diploma qualification that allows registration to General Nursing & Midwifery, plus One year post basic qualification in Critical Care Nursing –ICU. Registration certificate with South Africa Nursing Council (SANC). Current SANC receipt 20223. Four (4) years' experience in General Nursing after registration as professional Nurse. Grade 1: A Minimum of 4 years appropriate /Recognizable working experience in nursing after registration as a Professional Nurse with SANC in General Nursing. plus, Post Basic qualification with the duration of at least 1 year in Critical Care Nursing –ICU. Grade 2: A minimum of Fourteen (14) years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least Ten(10) years of the period refereed above must be appropriate /Recognizable working experience after obtaining One (1) year Post Basic qualification in Plus Post Basic qualification with the duration of at least 1 year in Critical Care Nursing –ICU. Knowledge, Skills, Competencies Required: Knowledge of Public Service Acts, regulations and policies. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures, nursing statues and other relevant legal framework. Good communication skills, verbal written. Co-ordination and liaison skills. Problem solving skills.
<u>DUTIES</u>	:	Assist in planning /organizing and monitoring of objectives of the specializes unit. Provide a therapeutic environment for staff, patient and public. Provide comprehensive, quality nursing care. Provide direct and indirect supervision of all nursing /Housing 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 with the hospital. Assist with allocation /change list day and night duty roster and inputs for leave. Assist in record keeping and provide statistical information on training. To assist in orientation induction and monitoring of all nursing staff. To complete patient related data partake in research. Promote quality specialized nursing care as directed by scope of practice and standards determined by the relevant Speciality. To assist with relief duties of the supervisor and act as junior shit 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 surgical high care/renal unit. Allocation of staff on day and night duty within the Directorate in rotational basis. To nurse a critically ill patient who is ventilated, on hemodialysis and continuous –venous hemodialysis. To nurse paediatric ventilated /high care patient in ICU within directorate. To nurse all types of patients regardless of diagnoses according to disease profile within the directorate. Maintain Professional growth /ethic standard and self-development.
<u>ENQUIRIES</u>	:	Mrs B.S.V Ndlovu Tel No: (035) 838 8610
<u>APPLICATIONS</u>	:	The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937
<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 , An updated Curriculum Vitae (CV) and Z83. Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83, NB; failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity, Affirmative action employer, whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.

CLOSING DATE : 10 November 2023

POST 38/163 : **CLINICAL NURSE PRACTITIONER REF NO: HLH 34/2023 (X1 POST)**
Re-advertised

SALARY : Grade 1: R431 265 per annum, plus all-inclusive package
Grade 2: R528 696 per annum, plus all-inclusive package

CENTRE : Mtubatuba mobile 4

REQUIREMENTS : National Senior certificate (Grade 12) or equivalent qualification. An appropriate National Diploma / Degree in General Nursing with Midwifery. Minimum of 4 years appropriate/Recognizable experience as General Nurse. (One) 1 year Post basic qualification accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus Post Basic qualification with the duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least (10) ten years of the period referred above must be appropriate/ Recognizable working experience after obtaining (1) one year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, Skills, Training & Competencies Required: Excellent communication skills, Human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of Health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, and other Health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of Labour relations and disciplinary procedures. Basic understanding of HR and Financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem solving, disciplinary and co-ordination skills.

DUTIES : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide quality comprehensive community Health Care. Provide educational Services to staff and clients. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administration and control of medication and other resources. Responsible for individual consultation sections and identification of community needs. Render ante/ Postnatal care services and conduct deliveries. Conduct clinical audits and implement quality improvement plans. Uphold Batho Pele principles, Patients' Rights and Professionalism and Nursing Ethics.

ENQUIRES : Mrs. B.S.V Ndlovu Tel No: (035) 838 8610

APPLICATIONS : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937

NOTE : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) and Z83. Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83. NB: failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge, However, every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity, Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose

- appointments /transfer/promotion will promote representatively will receive preference.
- CLOSING DATE** : 10 November 2023
- POST 38/164** : **CLINICAL NURSE PRACTITIONER REF NO: HLH 44/2023**
Re-advertised.
- SALARY** : Grade 1: R431 265 per annum, plus all-inclusive package
Grade 2: R528 696 per annum, plus all-inclusive package
- CENTRE REQUIREMENTS** : Siphso Zungu Clinic
National Senior certificate (Grade 12) or equivalent qualification. An appropriate National Diploma / Degree in General Nursing with Midwifery. Minimum of 4 years appropriate/Recognizable experience as General Nurse. (One) 1 year Post basic qualification accredited with SANC in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 1:** A minimum of 4 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. Plus, Post Basic qualification with the duration of at least 1 year in Clinical Nursing Science, Health Assessment, Treatment and Care. **Grade 2:** A minimum of 14 years appropriate /Recognizable working experience in nursing after registration as Professional Nurse with SANC in General Nursing. At least (10) ten years of the period referred above must be appropriate/ Recognizable working experience after obtaining (1) one year Post Basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Knowledge, Skills, Training & Competencies Required: Excellent communication skills, Human relations and ability to teach and train staff within a team. Ability to work and maintain meaningful relationship within a diverse community. Knowledge of Health and public service legislation, regulations and policies. Appropriate understanding of nursing scope of practice and nursing standards as determined by Primary Health Care. Basic computer literacy to enhance service delivery. Effective communication with patients, and other Health professionals. Ability to work as part of multi-disciplinary team at all levels and work effectively to maintain a high level of service delivery. Knowledge of Labour relations and disciplinary procedures. Basic understanding of HR and Financial policies and practices. Planning, organizing, leading, controlling, delegation, supervisory, communication, motivation, decision-making, problem solving, disciplinary and co-ordination skills.
- DUTIES** : Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined for a Primary Health Care facility. Provide quality comprehensive community Health Care. Provide educational Services to staff and clients. Evaluate and follow-up patients during clinic visits. Initiate treatment, implementation of programs and evaluations of patient's clinical conditions. Promote scientific quality nursing care. Administration and control of medication and other resources. Responsible for individual consultation sections and identification of community needs. Render ante/ Postnatal care services and conduct deliveries. Conduct clinical audits and implement quality improvement plans. Uphold Batho Pele principles, Patients' Rights and Professionalism and Nursing Ethics.
- ENQUIRIES APPLICATIONS** : Mrs B.S.V Ndlovu Tel No: (035) 838 8610
The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa, 3937
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV) and Z83. Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83 ,NB; failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge, However ,every Applicant will be advised of the Outcome of his or her application .in due course .[This Department is an equal opportunity ,Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote

respectively through the filling of these posts. The candidates of the person whose appointments /transfer/promotion will promote representatively will receive preference.

- CLOSING DATE** : 10 November 2023
- POST 38/165** : **CLINICAL NURSE PRACTITIONER HTA REF NO: KDC 04/2023 (X1 POST)**
Component: Kwadukuza Clinic
- SALARY** : Grade 1: R431 265 per annum, plus 8% rural allowance
Grade 2: R528 696 per annum, plus 8% rural allowance
Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE REQUIREMENTS** : Ilembe Health District Office
: **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. A valid Code 8 driver's license. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. A valid Code 8 driver's license Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations to HIV, STI's and TB health services and thus assist with the acceleration of activities in order achieve 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization of medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all nursing and support staff. Identification of high transmission areas for HIV, TB, STIs and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other government departments, civil society and other non- governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi- hours and shifts in-order increase access of health services to key populations.
- ENQUIRIES APPLICATIONS** : Mrs R Bhagwandin Deputy Manager Nursing Tel No: (032) 551 3686
: All applications should be forwarded to: The District Director: Human Resource Management Services, I Lembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- NOTE** : Directions to Candidates: The following documents must be submitted, the most recent Z83 application form for employment which is obtainable at any Government Department or the website: www.kznhealth.gov.za, The Z83 form must be completed in full. The reference number must be indicated in provided

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

- CLOSING DATE** : 03 November 2023
- POST 38/166** : **CLINICAL NURSE PRACTITIONER HTA REF NO: SHAK02/2023 (X1 POST)**
Component: Shakaskraal Clinic
- SALARY** : Grade 1: R431 265 per annum, plus 8% rural allowance
Grade 2: R528 696 per annum, plus 8% rural allowance
Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE** : Ilembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate). Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus. A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. A valid Code 8 driver's license. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. A valid Code 8 driver's license Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) NB: All the above mentioned documents need not be attached on application but will be requested only if shortlisted) Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.
- DUTIES** : Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations to HIV, STI's and TB health services and thus assist with the acceleration of activities in order achieve 95 95 HAST goals. Conducting community dialogues and awareness

campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all nursing and support staff. Identification of high transmission areas for HIV, TB, STIs and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other government departments, civil society and other non- governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi- hours and shifts in-order to increase access of health services to key populations.

- ENQUIRIES** : Mrs R Bhagwandin Deputy Manager Nursing Tel No: (032) 551 3686
- APPLICATIONS** : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.
- 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 qualification and other relevant documents on application. Such documents will be requested from shortlisted candidates only. Applications must be submitted on or before the closing date. Please note that due to the number of applications anticipated, applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within two months after the closing date of the advertisement, please accept that your application was unsuccessful. The appointment is subject to positive outcome obtained from NIA to the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verifications and verification from the company Intellectual Property (CIPC). The Department reserves the right not to fill the post (s). Persons with disabilities should feel free to apply for the post. Further, respective successful candidate will be required to enter into a permanent employment contract with the Department of Health and a Performance Agreement with his/her immediate supervisor. Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. The Department Reserves the Right to or not to make appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.
- CLOSING DATE** : 03 November 2023
- POST 38/167** : **CLINICAL NURSE PRACTITIONER HTA REF NO: BALL 01/2023 (X1 POST)**
Component: Ballito Clinic
- SALARY** : Grade 1: R431 265 per annum, plus 8% rural allowance
Grade 2: R528 696 per annum, plus 8% rural allowance
Benefit: 13th Cheque, homeowner's allowance, and Medical aid optional [Employee must meet prescribed conditions]
- CENTRE** : ILembe Health District Office
- REQUIREMENTS** : **Grade 1:** Grade 12 (Senior certificate) Standard 10/or (Vocational National Certificate) Degree / Diploma in General Nursing Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC) plus, Current registration with SANC as General Nurse and Primary Health Care plus, a minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. A valid Code 8 driver's license. **Grade 2:** Grade 12 (senior certificate) Standard 10/or (Vocational National Certificate) plus, Degree/Diploma in General Nursing

Science and Midwifery plus, (1) year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care (PHC). Current registration with SANC as General Nurse with Midwifery and Primary Health Care plus, A minimum of 14 years appropriate/recognizable nursing experience after registration as a General Nurse with SANC of which 10 years of the period must be appropriate/recognizable PHC experience after obtaining a one year post basic qualification in Primary Health Care. A valid Code 8 driver's license Previous and current work experience (certificate/s of service) endorsed and stamped by HR Office will be requested (only if shortlisted) N.B All the above mentioned documents need not be attached on application but will be requested only if shortlisted) Knowledge of all applicable legislations such as Nursing Acts, Mental Act, OH&S Act, Batho Pele Principles and Patients' Rights Charter, Labour Relations Act, Grievance Procedures etc. Leadership, organizational, decision making and problem solving, conflict handling and counseling. Good listening and communication skills. Co-ordination and planning skills. Team building and supervisory skills. Good interpersonal relationship skill. Good insight of procedures and policies pertaining to nursing care. Ability to assist in formulation of patient care related policies.

DUTIES

: Coordinating, overseeing and managing delivery of comprehensive PHC services in High Transmission Area sites focusing mainly on prevention, case finding, linkage and retention of Key Populations to HIV, STI's and TB health services and thus assist with the acceleration of activities in order achieve 95 95 HAST goals. Conducting community dialogues and awareness campaigns. Participate in Operation Sukuma Sakhe initiatives. Ensure safe keeping and proper utilization medical equipment and pharmaceutical and surgical stock. Participate in induction, training and monitoring of all support and nursing staff. Provide direct and indirect supervision and guidance to all nursing and support staff. Identification of high transmission areas for HIV, TB, STIs and other communicable diseases (TVET colleges, Truck stops, correctional services establishments, taverns, brothels, factories, farms and other areas with marginalized and vulnerable populations). Work with other government departments, civil society and other non- governmental organizations to address social determinants of health. Collaborate with other outreach teams. Assist with implementation of differentiated models of care. Participate in new Operation Phuthuma approach nerve Centre meetings. Be willing to work flexi- hours and shifts in-order to increase access of health services to key populations.

ENQUIRIES APPLICATIONS

: Mrs R Bhagwandin (Deputy Manager Nursing) Tel No: (032) 551 3686
 : All applications should be forwarded to: The District Director: Human Resource Management Services, ILembe Health District Office, Private Bag X10620, KwaDukuza, 4450 or hand delivered to: 1 King Shaka Street, Kinga Shaka Centre, and KwaDukuza, 4450.

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

appointment(s) to the advertised post(s) Applicants in possession of a foreign qualifications are not required to submit Copies of qualifications and other relevant documents on application. Such documents will be requested only if shortlisted.

- CLOSING DATE** : 03 November 2023
- POST 38/168** : **CLINICAL NURSE PRACTITIONER GRADE 1, 2 REF NO: NGWE 131/2023**
Department: Various Clinics
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: 13th Cheque, Housing Allowance (Employee must meet prescribed requirements), Medical Aid (Optional), 8% inhospitable area allowance.
- CENTRE** : Ngwelezana Tertiary Hospital
- REQUIREMENTS** : **Grade 1:** Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with the SANC as Professional Nurse. Registration with SANC as Professional Nurse. A 1 year post basic qualification in Clinical Nursing Science, Health Assessment, Treatment and Care. A minimum of 14 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in Primary Health Care. Current SANC receipt. Knowledge, Skills, Attributes and Abilities: Leadership, organizational, decision-making and problem solving abilities within the limit of public sector and institutional policy framework. Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Health Act, OHSA, PSR etc. Interpersonal skills including public relations, negotiating, conflict handling and counselling skills. Demonstrate a basic understanding of H.R and financial policies. Insight into procedures and policies pertaining nursing care, computer skills in basic programs.
- DUTIES** : Provision of an integrated quality and comprehensive primary health care services by promoting health, prevention of diseases, curative services to the clients and community. Provide PICT, UTT and adherence counselling to all clients. Perform a clinical nursing practice in accordance with scope of practice and nursing standards as determined for a primary health care facility. Work as part of the multi-disciplinary team to ensure good nursing care at PHC level. Provide primary prevention strategies and management of communicable and non-communicable diseases. Provision of good quality care according to Ideal Clinic Realization and Maintenance (ICRM) and office of health standard compliance guidelines. (OHSC). Manage and monitor proper utilization of human, financial, physical and material resources. Ensure data management is implemented and monitored. Demonstrate effective communication with patient, supervisors, and other clinicians including report writing when required. Work effectively co-operatively and amicably with persons of diverse intellectual cultural racial or religious differences. Display a concern for patients, promoting and advocating proper treatment and care including willingness to respond to patient's needs and expectations according to Batho Pele Principles and patients' Rights charter. Handle obstetric emergencies and high risk conditions. Ensure clinical intervention to clients including administering of prescribed medication and ongoing observations of patients in the clinic. Ensure proper utilization and safe keeping of basic medical surgical pharmaceutical and stock suppliers. Supervision of patients and provision of basic patient needs, e.g. oxygen, nutrition, elimination, fluids and electrolyte balance, safe and therapeutic environment in the clinic using EDL guidelines. Ability to assess, diagnoses, treat and refer the patients with clinical problems above PHC scope. Ensure compliance with all indicators for DOH Programmes. Ensure the implementation of community based model.
- ENQUIRIES** : Mr S Mtshali Tel No: (035) 901 7298/7224
- APPLICATIONS** : Applications should be directed to: The Deputy Director: HRM, Ngwelezana Hospital, Private Bag X20021, Empangeni, 3880 or Hand Delivered to: The

**FOR ATTENTION
NOTE**

Human Resource Department, Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

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

CLOSING DATE

: 03 November 2023

POST 38/169

: **PROFESSIONAL NURSE SPECIALTY-OPHTHALMIC NURSING REF NO: GJGM90/2023 (X2 POSTS)**
Component: Nursing Management Services

SALARY

: Grade 1: R431 265 per annum
Grade 2: R528 696 per annum
Other Benefits: 13th Cheque, 8% inhospitable allowance, Home Owners Allowance & Medical Aid. (To qualify: Employee must meet all the prescribed policy requirements)

**CENTRE
REQUIREMENTS**

: General Justice Gizenga Mpanza Regional Hospital
: **Grade 1:** Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allow registration with SANC as a Professional Nurse. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. A post basic qualification with a duration of at least One (1) year accredited with SANC in the speciality-Ophthalmic Nursing. **Grade 2:** Senior Certificate/Grade 12. Diploma/Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Ophthalmic Nursing Science. A minimum of Ten (10) years appropriate or recognizable experience in nursing after registration as a Professional Nurse after obtaining a 1 year post basic qualification in Ophthalmic Nursing.

DUTIES

: Provision of optimal holistic specialized nursing care with set standards and within a professional /legal framework. Provide a therapeutic environment for patients and public. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to patient's needs, requirements and work as part of the multidisciplinary team to ensure quality care that is cost-effective, equitable and efficient Manage ophthalmic services as per policies/ rules and regulations of the DOH and SANC. Effective utilization of resources. Participate in the planning for all the ward activities and equipment. Ensure all protocols and guidelines are available and known by the staff in the unit. Maintain professional growth/ethical standards and self- development. Ensure unit compliance with

Infection prevention and control as well as Occupational Health and Safety. Maintain accreditation Standards, Ideal Hospital Framework and Make Me Look Like A Hospital projects. Participate in quality improvement projects to improve patient outcomes Assume shift leader role when necessary or as delegated by supervisor. Participate in staff development using EPMSD System and other work related programs and training.

ENQUIRIES : Mr XG Zuma (Assistant Nursing Manager–Surgical) Tel No: (032) 437 6138
APPLICATIONS : Applications should be directed to: Deputy Director: HRM, Private Bag X10609, Stanger, 4450 or hand delivered to: The Human Resource Department, General Justice Gizenga Mpanza Regional Hospital, Corner of Patterson & King Shaka Street, Stanger, 4450.

NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable at any government department or from the website www.kznhealth.gov.za which must be originally signed, initialled and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Please take note that due to the large number of applications received, applications will not be acknowledged. Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Management reserves the right to allocate employee. GJGM Regional Hospital is an equal opportunity, affirmative employer, whose aim is to promote representivity in all occupational categories in the institution. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Proof of current and previous work experience endorsed and stamped by Human Resources (Certificate of Service) will be requested from shortlisted candidates for submission on or before the interview date.

CLOSING DATE : 03 November 2023

POST 38/170 : **CLINICAL NURSE PRACTITIONER REF NO: MAL CHC 33/2023 (X1 POST)**
Re-advertisement

SALARY : Grade 1: R 431 265 per annum, plus 12% Rural Allowance
Grade 2: R 528 696 per annum, plus 12% Rural Allowance
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

CENTRE : Mfundo Arnold Lushaba CHC-Baphumile Primary Health Care Clinic
REQUIREMENTS : Degree/Diploma in General Nursing and Midwifery. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year. Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit certified copies of

qualifications and other relevant documents on or before the date of the interview. Skills, Training and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes.

DUTIES : Deputize for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken in account.

ENQUIRES APPLICATIONS : Mrs T.T Shezi (Deputy Nursing Manager) Tel No: (039) 972 8265

FOR ATTENTION CLOSING DATE : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220
Miss S. Pillay
10 November 2023

POST 38/171 : **CLINICAL NURSE PRACTITIONER-REF NO: MAL CHC 34/2023 (X2 POSTS)**
Re-advertisement

SALARY : Grade 1: R 431 265 per annum, plus 12% Rural Allowance
Grade 2: R 528 696 per annum, plus 12% Rural Allowance
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

CENTRE REQUIREMENTS : Mfundo Arnold Lushaba CHC-Khayelihle Primary Health Care Clinic
Degree/Diploma in General Nursing and Midwifery. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year. Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence Required: Knowledge of nursing

care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes.

DUTIES : Deputize for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account.

ENQUIRES APPLICATIONS : Mrs T.T Shezi (Deputy Nursing Manager) Tel No: (039) 972 8265

FOR ATTENTION : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220

CLOSING DATE : Miss S. Pillay
10 November 2023

POST 38/172 : **CLINICAL NURSE PRACTITIONER-REF NO: MAL CHC 35/2023 (X1 POST)**
Re-advertisement

SALARY : Grade 1: R431 265 per annum, plus 12% Rural Allowance
Grade 2: R528 696 per annum, plus 12% Rural Allowance
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

CENTRE REQUIREMENTS : Mfundo Arnold Lushaba CHC – Casualty
Degree / Diploma in General Nursing and Midwifery. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. A minimum of 4 years appropriate / recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year. Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc;

DUTIES

: Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes. Deputy for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account.

ENQUIRES APPLICATIONS

: Mrs T.T Shezi (Deputy Nursing Manager) Tel No: (039) 972 8265
: Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220

FOR ATTENTION CLOSING DATE

: Miss S. Pillay
: 10 November 2023

POST 38/173

: **CLINICAL NURSE PRACTITIONER-REF NO: MAL CHC 36/2023 (X3 POSTS)**
Re-advertisement

SALARY

: Grade 1: R431 265 per annum, plus 12% Rural Allowance
Grade 2: R528 696 per annum, plus 12% Rural Allowance
Other Benefits: 13th Cheque, Medical Aid (Optional), Home Owners Allowance

CENTRE REQUIREMENTS

: Mfundo Arnold Lushaba CHC - Mgayi Primary Health Care Clinic
: Degree/Diploma in General Nursing and Midwifery. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year. Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Skills, Training, and Competence Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem solving abilities; Interpersonal skills including public relations, negotiating, conflict handling and

DUTIES

counselling; Financial and budgetary knowledge; Good in-sight of procedures and policies pertaining to nursing care; Computer skills in basic programmes. Deputize for the Operational Manager; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization; Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care; Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards; Ensuring proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account; Support the ICRM and NCS implementation; Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care; Maintain a constructive working relationship with nursing and other stakeholders; Utilise human, material and physical resources efficiently and effectively; Conduct situational analysis and develop quality improvement projects; Maintain accurate and complete records, ensuring safety thereof; Ensure proper collecting, collating, compilation and critical analysis and use of all data for quality service delivery; Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the clients and the community; Always ensure the promotion of scientific, quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community to prevent medico-legal hazards; Ensuring the proper utilization and safekeeping of basic medical equipment; Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken in account.

ENQUIRES APPLICATIONS

Mrs T.T Shezi (Deputy Nursing Manager) Tel No: (039) 972 8265
Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220

FOR ATTENTION CLOSING DATE

Miss S. Pillay
10 November 2023

POST 38/174

CLINICAL NURSE PRACTITIONER (PHC TRAINER) REF NO: MAL CHC 32/2023 (X1 POST)

SALARY

Grade 1: R431 265 per annum, plus 12% rural allowance
Grade 2: R528 696 per annum, plus 12% rural allowance
other benefits: 13th Cheque, Medical Aid (optional), Home Owners Allowance

CENTRE REQUIREMENTS

Mfundo Arnold Lushaba CHC
Degree/Diploma in General Nursing and Midwifery. Registration with SANC as General Nurse, Midwife and Primary Health Care Nurse. A minimum of 4 years appropriate/recognizable registration experience as a General Nurse; A Post Basic Qualification in Primary Health Care of duration of one year. Current Certificate with SANC to practice in 2023. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with South African Nursing Council (SANC) in General Nursing plus one year post basic Qualification in Primary Health Care. **Grade 2:** A minimum of 14 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery which 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the date of the interview. Recommendations: A valid Driver's Licence; Computer skills in basic programmes. Skills, Training, And Competence Required: Strong interpersonal communication; Presentation skills; An understanding of the challenges facing the public health sector; High level of accuracy; Aptitude towards the compilation of creative and user friendly training manuals; Aptitude for research so as to acquire new knowledge swiftly; Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal framework such as Nursing Act, Mental Health Act, OH&S Act, Batho Pele and Patients' Rights Charter, Labour Relations Act, Grievance procedures, etc; Leadership, organizational, decision making and problem

solving abilities; Good in-sight of procedures and policies pertaining to nursing care.

DUTIES : Conduct Clinical training for staff members to rectify deviations from minimum standards as well as introducing the latest developments in health care service delivery; Conduct training of Home-Based Care; DOTS and other community representatives and volunteers within the District; Assist Programme Managers to train community members at outreach allies to further the health practices to the community at large; Adapt and modify training material to keep in current and maintain interest and the health care message being delivered thereby ensuring buy-in by the audience; Assist with monitoring and evaluation activities and conduct research in conjunction with specialist to maintain training standards and remain current with international practices.

ENQUIRES APPLICATIONS : Mrs T.T Shezi (Deputy Nursing Manager) Tel No: (039) 972 8265

FOR ATTENTION CLOSING DATE : Applications to be forwarded to: The Assistant Director: HRM, Mfundo Arnold Lushaba Community Health Centre, Private Bag X07, Hibberdene, 4220

Miss S. Pillay

10 November 2023

POST 38/175 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: NSEL 36/2023 (X1 POST)**

SALARY : R431 256 – R528 696 per annum. 8% inhospitable area allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE REQUIREMENTS : Nseleni Community Health Centre (Umbonambi Clinic)

Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023). **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration in General Nursing, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. 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. Relevant Legal framework such as Nursing Acts, Mental Act, OHS Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. . Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures. Sound knowledge of procedures and policies pertaining to nursing care. Knowledge of TB control, HIV/AIDS and ARV management.

DUTIES : Provide quality comprehensive Primary Health Care through promotive, preventative, curative and rehabilitative services for clients and community. Provide care that leads to improved health service delivery by upholding Batho Pele principles. Ensure Implementation of norms and standards, quality and clinical audits. Plan and conduct community awareness campaigns and events to convey health messages that support healthy lifestyle. Supervision of patient reports and intervention, keeping a good valid record on all client interventions. Maintain constructive working relationships with other stakeholders like other Departments, community structures, partners in OSS. Execute duties and functions with proficiency and according to the scope of practice. Support the realization and maintenance of Ideal Clinic Programmes in the community in the facility. Ability to plan and organise own work and that of support officers to ensure proper nursing care. Implement Infection control standards and practices to improve quality of nursing care. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as a

therapeutic team co-ordinating between CHC and community and preventing medico-legal hazards. Ensuring proper utilisation of all resources the community is taken into account.

**ENQUIRIES
APPLICATIONS**

: Mr JM Sikhakhane Tel No: (035) 795 1027/ (035) 795 1468
: All applications should be forwarded to: The Assistant Director: HRM, Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or hand delivered to: 645 Ubhejane Road, Nseleni Township between (07H30-16H00). "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za, due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

: The Assistant Director: HRM
: Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply.

CLOSING DATE

: 03 November 2023

POST 38/176

: **CLINICAL NURSE PRACTITIONER GRADE 1-2 (IMCI) REF NO: NSEL 49/2023 (X2 POSTS)**

SALARY

: R431 256 – R528 696 per annum. 8% inhospitable area allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

**CENTRE
REQUIREMENTS**

: Nseleni Community Health Centre (Nseleni CHC)
: Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023), Valid driver's license code 10 (C1). **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration in General Nursing, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. 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. Relevant Legal framework such as Nursing Acts, Mental Act, OHS Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures. Sound knowledge of procedures and policies pertaining to nursing care. Knowledge of TB control, HIV/AIDS and ARV management. Computer skills in basic programmes.

DUTIES

: Supervise the unit and ensure implementation of Child health services. Provide quality comprehensive community health care by promoting preventative, curative and rehabilitative services for the children and the community. Management of good quality and accurate data for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care. Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between hospital and community and preventing medico-legal hazards. Ensuring proper utilization and safekeeping of basic medical equipment. Administrative services such as providing accurate statistics for evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization. Proper identification of gaps and planning for the Community outreach services. Implement the Ideal Clinic Realization and Management and Norms and Standards implementation. Implement key programmes like Sexual Reproductive and Women's health, Non-Communicable diseases, trauma and emergency. Ability to classify the sick child according to the IMCI guideline. Integration, assessment and classification of HIV/AIDS and TB according to EMTCT guidelines to under 5 years. Disease surveillance; (AEFI at the facility level, immunisation coverage under 1 year).

**ENQUIRIES
APPLICATIONS**

: Mrs. BL Mavundla Deputy Manager Nursing Tel No: (035) 795 1124
 : All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X1031, Richards Bay, 3900 or hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00). "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za, due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

: The Assistant Director: HRM
 : Directions to candidates: The following documents must be submitted: Applications for employment form (the new amended Z.83 form must be used) which is obtainable from any government Department or from website – www.kznhealth.gov.za Applications must be submitted on the prescribed application for employment fully completed (Z83) form and accompanied by a detailed Curriculum Vitae (CV) only, stating applicants training, qualifications, competencies, knowledge and experience. Documents as per minimum requirements of the post will be requested from shortlisted candidates only on/before the date of interviews. The Reference Number must be indicated in column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the State Security Agency (SSA) to the following checks (security clearance vetting) criminal clearance, credit records, citizenship) verification of Educational Qualifications by SAQA, verification of

previous experience from Employers and verification from the company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply

CLOSING DATE

:

03 November 2023

POST 38/177

:

CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: NSEL 50/2023 (X1 POST)

SALARY

:

R431 256 – R528 696 per annum. 8% inhospitable area allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)

CENTRE

:

Nseleni Community Health Centre (Ocilwane Clinic)

REQUIREMENTS

:

Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma/Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023). **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration in General Nursing, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. 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. Relevant Legal framework such as Nursing Acts, Mental Act, OHS Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures. Sound knowledge of procedures and policies pertaining to nursing care. Knowledge of TB control, HIV/AIDS and ARV management.

DUTIES

:

Provide quality comprehensive Primary Health Care through promotive, preventative, curative and rehabilitative services for clients and community. Provide care that leads to improved health service delivery by upholding Batho Pele principles. Ensure Implementation of norms and standards, quality and clinical audits. Plan and conduct community awareness campaigns and events to convey health messages that support healthy lifestyle. Supervision of patient reports and intervention, keeping a good valid record on all client interventions. Maintain constructive working relationships with other stakeholders like other Departments, community structures, partners in OSS. Execute duties and functions with proficiency and according to the scope of practice. Support the realization and maintenance of Ideal Clinic Programmes in the community in the facility. Ability to plan and organise own work and that of support officers to ensure proper nursing care. Implement Infection control standards and practices to improve quality of nursing care. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community and preventing medico-legal hazards. Ensuring proper utilisation of all resources the community is taken into account.

<u>ENQUIRIES</u>	:	Mr JM Sikhakhane Tel No: (035) 795 1027/ (035)795 1468
<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Assistant Director: HRM, Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or hand delivered to: 645 Ubhejane Road, Nseleni Township between (07H30-16H00). "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za , due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs ."
<u>FOR ATTENTION</u>	:	The Assistant Director: HRM
<u>NOTE</u>	:	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>	:	03 November 2023
<u>POST 38/178</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: NSEL 51/2023 (X1 POST)</u>
<u>SALARY</u>	:	R431 256 – R528 696 per annum. 8% inhospitable area allowance of basic salary, 13 th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE</u>	:	Nseleni Community Health Centre (Ntambanana Clinic OTL)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023), Valid driver's license code 10 (C1), must be willing to drive the team to outreach points. Kindly note that the incumbent will report at Nseleni CHC Monday to Thursday then at the above facility on Fridays. Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration in General Nursing, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. 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. Relevant Legal framework such as Nursing Acts, Mental Act, OHS Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures. Sound knowledge of procedures and policies pertaining to nursing care. Knowledge of TB control, HIV/AIDS and ARV management.

DUTIES

: Provide quality comprehensive Primary Health Care through promotive, preventative, curative and rehabilitative services for clients and community. Provide care that leads to improved health service delivery by upholding Batho Pele principles. Ensure Implementation of norms and standards, quality and clinical audits. Plan and conduct community awareness campaigns and events to convey health messages that support healthy lifestyle. Supervision of patient reports and intervention, keeping a good valid record on all client interventions. Maintain constructive working relationships with other stakeholders like other Departments, community structures, partners in OSS. Execute duties and functions with proficiency and according to the scope of practice. Support the realization and maintenance of Ideal Clinic Programmes in the community in the facility. Ability to plan and organise own work and that of support officers to ensure proper nursing care. Implement Infection control standards and practices to improve quality of nursing care. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community and preventing medico-legal hazards. Ensuring proper utilisation of all resources the community is taken into account.

**ENQUIRIES
APPLICATIONS**

: Mr JM Sikhakhane Tel No: (035) 795 1027/ (035) 795 1468
 : All applications should be forwarded to: The Assistant Director: HRM, Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or hand delivered to: 645 Ubhejane Road, Nseleni Township between (07H30-16H00). "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za, due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

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

Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply 03 November 2023

- CLOSING DATE** : 03 November 2023
- POST 38/179** : **CLINICAL NURSE PRACTITIONER GRADE 1-2 (SCHOOL HEALTH) REF NO: NSEL 52/2023 (X1 POST)**
- SALARY** : R431 256 –R528 696 per annum. 8% inhospitable area allowance of basic salary, 13th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)
- CENTRE REQUIREMENTS** : Nseleni Community Health Centre (Dondotha Clinic)
 : Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023), Valid driver’s license code 10 (C1). **Grade 1:** A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing. **Grade 2:** A minimum of 14 years appropriate/recognisable nursing experience after registration in General Nursing, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. 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. Relevant Legal framework such as Nursing Acts, Mental Act, OHS Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures. Sound knowledge of procedures and policies pertaining to nursing care. Knowledge of TB control, HIV/AIDS and ARV management.
- DUTIES** : Implementation of Integrated School Health Programme, Support and supervise co-workers allocated to Nseleni ISHP, Identify and apply specific objectives of ISHP, Taking good care of children with long term health conditions (LTHC) at schools. Execute the implementation of the components of Health Promoting Schools (HPS) based on 5 key principles of the Ottawa charter on Health promotion. Execute of the role of the School Health Nurse and Health teams in Health promoting Schools, Supporting the schools in the attainment of the goals of the Health promoting Schools, Conduct environmental assessment at schools, Provide feedback to management by compiling monthly reports, assist in quarterly reports and compiling of statistics and submit to Operational Manager Nursing, Administrative services such as providing accurate statistics or evaluation and future planning, identifying needs for financial planning and indirect control of expenditure as an integral part of planning and organization, Motivate staff regarding development in order to increase level of expertise and assist patients and families to develop a sense of self care, Always promoting scientific quality nursing care by functioning as a therapeutic team coordinating between CHC and community, Ensuring proper utilization and safe keeping basic medical equipment, Encourage research by assisting in regional and departmental projects always making sure that the community needs are taken into account, Ensure Batho Pele Principles are implemented.
- ENQUIRIES** : Mr JM Sikhakhane Tel No: (035) 795 1027/ (035) 795 1468

<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Assistant Director: HRM, Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or hand delivered to: 645 Ubhejane Road, Nseleni Township between (07H30-16H00). "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs . Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za , due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs ."
<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>	:	03 November 2023
<u>POST 38/180</u>	:	<u>CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO: NSEL 53/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 256 per annum Grade 2: R528 696 per annum 8% inhospitable area allowance of basic salary, 13 th cheque, Medical Aid subsidy (Optional), Housing Allowance (Employee must meet prescribed requirements)
<u>CENTRE REQUIREMENTS</u>	:	Nseleni Community Health Centre (Sokhulu Clinic OTL) Grade 12/Senior Certificate, Basic R425 qualification (i.e. Diploma /Degree in Nursing and midwifery) or Equivalent qualification that allows registration with the SANC as Professional Nurse. Post basic qualification with a duration of at least 1 year in Primary Health Care. Certificate of registration with SANC as a General Nurse, Midwifery and Primary Health Care. Current SANC receipt (2023), Valid driver's license code 10 (C1), must be willing to drive the team to outreach points. Kindly note that the incumbent will report at Nseleni CHC Monday to Thursday then at the above facility on Fridays. Grade 1: A minimum of 4 years appropriate/ recognizable nursing experience after registration with SANC in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable nursing experience after registration in General Nursing, at least 10 years of the period mentioned above should be appropriate/recognisable experience after obtaining the 1 year post basic qualification in Primary Health Care. 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. Relevant Legal framework such as Nursing Acts, Mental Act, OHS Act, Batho Pele principles and Patient's Rights Charter, Labour Relations Act, Grievance procedures etc. Leadership, organizational, communication, interpersonal relations, co-ordination, planning, report writing, decision making and problem solving skills, conflicts handling and counselling skills. Good insight of procedures and policies pertaining to nursing care. Sound understanding of legislations and related ethical nursing practices within a primary health care environment. Leadership, supervisory, organising, decision making, problem solving, conflict management skills. Knowledge of disciplinary and grievance procedures. Sound knowledge of procedures and policies pertaining to nursing care. Knowledge of TB control, HIV/AIDS and ARV management.

DUTIES

: Provide quality comprehensive Primary Health Care through promotive, preventative, curative and rehabilitative services for clients and community. Provide care that leads to improved health service delivery by upholding Batho Pele principles. Ensure Implementation of norms and standards, quality and clinical audits. Plan and conduct community awareness campaigns and events to convey health messages that support healthy lifestyle. Supervision of patient reports and intervention, keeping a good valid record on all client interventions. Maintain constructive working relationships with other stakeholders like other Departments, community structures, partners in OSS. Execute duties and functions with proficiency and according to the scope of practice. Support the realization and maintenance of Ideal Clinic Programmes in the community in the facility. Ability to plan and organise own work and that of support officers to ensure proper nursing care. Implement Infection control standards and practices to improve quality of nursing care. Administrative services such as providing accurate statistics for evaluation and future planning. Always promoting scientific quality nursing care by functioning as a therapeutic team co-ordinating between CHC and community and preventing medico-legal hazards. Ensuring proper utilisation of all resources the community is taken into account.

**ENQUIRIES
APPLICATIONS**

: Mr JM Sikhakhane Tel No: (035) 795 1027/ (035) 795 1468
 : All applications should be forwarded to: The Assistant Director: HRM Nseleni Community Health Centre, Private Bag X 1031, Richards Bay, 3900 or hand delivered to: 645 Ubhejane Road, Nseleni Township between (7H30-16H00). "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address NseleniCHC.HRJobApplication@kznhealth.gov.za, due to challenges facing our Post Office prospective applicants are also highly advised to hand deliver or courier their applications instead of sending them via Post Office. Applicants may also visit any of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs."

**FOR ATTENTION
NOTE**

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

closing date, they must accept that their applications were unsuccessful. Applicants in possession of foreign qualifications will be requested when shortlisted to submit a verification certificate from the South African Qualifications Authority (SAQA). Non-RSA Citizens/Permanent residents/work permit holders must have documentary proof and submit it when shortlisted. Due to large number of applications anticipated receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T claims will be considered for payment to candidates that are invited for interviews. NB: People with disabilities are encouraged to apply. 03 November 2023

CLOSING DATE

:

POST 38/181

:

PROFESSIONAL NURSE SPECIALTY-OCCUPATIONAL HEALTH NURSE
REF NO: CTK 38/2023
 Branch: Human Resources

SALARY

:

R431 265 - R497 193 per annum

CENTRE

:

Christ The King Hospital

REQUIREMENTS

:

Grade 1: Senior Certificate/Matric or Grade 12. National Diploma/Degree in Information General Nursing and Midwifery PLUS 1 (one) year post basic qualification in Occupational Health. A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as an Occupational Health. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. NB: It is compulsory to include verification of employment from current employer, which must be endorsed and signed by Human Resource Management. **Grade 2:** Senior Certificate/Matric or Grade 12. National Diploma/Degree in Information General Nursing and Midwifery PLUS 1 (one) year post basic qualification in Occupational Health. A minimum of 14 years appropriate/recognizable experience in nursing after registration as professional nurse with SANC. Current registration with SANC as an Occupational Health. A post basic qualification in Occupational Health with duration of at least 1 year, accredited with the South African Nursing Council. Knowledge, Skills and Competencies: Sound knowledge of Occupational Health and Safety Act no. 85/1993, compensation for occupational injuries and diseases Act no. 130/1993 and other Public Service regulations. Clinical and administrative knowledge in the field of Occupational Health nursing. Strong interpersonal, communication and presentation skills. Ability to make independent decision and adhere. Knowledge of infection prevention and control policies and risk management. Ability to upload high level of confidentiality. Computer skills in basic programmes.

DUTIES

:

Advise provide support and assistance to ensure optimal health status for all employees in the institution and clinic. Roll out occupational health programmes for hospital and clinic. Conduct medical surveillance programme to all employees. Execute all duties. Functions and responsibilities in compliance with occupational health and safety act 85/1993 and other relevant legislation. Compile and submit occupational statistics and report to the supervisor. Render an optimal, holistic, specialized nursing care to employee, maintain accurate staff records and submit reports to relevant stakeholders. Advocate for proper health care treatment and willingness to respond to employee needs requirements and expectations. Ensure the unit complies with infection prevention and control as well as occupational health and safety policies. Maintain accreditation standards by ensuring compliance with national norms and standards. Develop quality improvements plans, strategic plans, policies and procedures for the units. Ensure that baseline medical surveillance, periodical and exit medical examinations are offered to all eligible employees. Orientate, train and develop staff on occupational health matters within the sub-district.

ENQUIRES

:

Mr ZC Mhlongo Tel No: (039) 834 7500

APPLICATIONS

:

Applications may be forwarded to: Assistant Director: HRM, Private Bag X542, Ixopo, 3276 or Hand delivered to: Christ the King Hospital, Human Resource Office, No 1 Peter hauff Drive, Ixopo, 3276. "Applicants are encouraged to apply for posts through the online e-Recruitment system at www.kznonline.gov.za/kznjobs. Applicants can submit their Z83 and CV directly to the following email address ChristTheKingHospital.JobApp@kznhealth.gov.za. Applicants may also visit

any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at www.kznonline.gov.za/kznjobs.”

FOR ATTENTION NOTE

: Mr Z.C Mhlongo Human Resources Tel No: (039) 834 7500
 : The application must include only completed and signed new FormZ83, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The reference number must be indicated in the column provided on the form Z.83 e.g. CTK 19/2023. Persons with disabilities should feel free to apply for the post/s. N.B. Failure to comply with the above instructions will disqualify applicants. No e-mailed or faxed applications will be accepted. Appointments are subject to positive outcomes obtained from State Security Agency (SSA) to the following checks: security clearance (vetting), criminal clearance, credit records, citizenship, verification of educational qualification by SAQA, and verification from the Company Intellectual Property (CIPC). Please note that due to financial constraints no S&T claims will be paid to candidates invited for the interview. The Employment Equity target for this post is African Male. This Department is an equal opportunity, affirmative action employer whose aim is to promote representivity in all levels of all occupational categories in the Department. NB: 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. Failure to comply with the above instructions will disqualify applicants.

CLOSING DATE

: 03 November 2023

POST 38/182

: **PROFESSIONAL NURSE SPECIALTY (OPERATING THEATRE) REF NO: EGUM 37/2023 (X1 POSTS)**

Post re-advertised – applicants that previously applied must re-apply

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 REQUIREMENTS

: E G & Usher Memorial Hospital
 : Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in General Nursing and Operating Theatre Technique. Current registration with the relevant statutory body e.g. South African Nursing Council as General Nurse, Midwifery and Operating Theatre Technique (SANC Receipt for 2023). One (1) year post basic qualification on Operating Theatre Technique accredited by SANC. Current registration with South African Nursing Council as a General Nurse and Operating Theatre Technique. 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 recognisable experience in nursing after registration with SANC in General Nursing and Operating Theatre Technique. **Grade 2:** A minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery. At least (10) years of the period mentioned above must be recognisable experience in the specific specialty after obtaining the one year post basic qualification in the relevant speciality. Knowledge, Skills, Training and Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Knowledge of public service regulations. Knowledge of SANC rules and regulations. Knowledge of patient’s rights charter, Batho –Pele principles, public service regulations, Labour Relations Act, Disciplinary Code and procedure. Communication skills, report writing skills, computer skills, facilitation skills, networking skills, problem solving skills, planning and ability to function as part of the team. Team building and cross culture awareness.

DUTIES

: To handle obstetric and emergencies and high-risk conditions. 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 Health Care in Operation Theatre. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment.

**ENQUIRIES
APPLICATIONS**

: Mr. MJ Mbali 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). Candidates are encouraged to send applications via email: EgusherMemorial.JbobApp.kznhealth.go.za and no faxed applications will not be accepted.

**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. 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. 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.

CLOSING DATE

: 03 November 2023 at 16H00 afternoon

POST 38/183

: **PROFESSIONAL NURSE SPECIALTY ADVANCE MIDWIFERY AND NEONATAL REF NO: EGUM 38/2023 (X1 POST)**
 Re-advertised – applicants that previously applied must re-apply

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
REQUIREMENTS**

: E G & Usher Memorial Hospital
 : Senior certificate / Grade 12 certificate or equivalent. Diploma / Degree in General Nursing and Operating Theatre Technique. Current registration with the relevant statutory body e.g. South African Nursing Council as General Nurse and advanced midwifery and Neonatal Nursing Science (SANC Receipt

for 2023). One (1) year post basic qualification in Advanced Midwifery and Neonatal Nursing Science accredited by SANC. Current registration with South African Nursing Council as a General Nurse and Advanced Midwife Neonatal. 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 recognisable experience in nursing after registration with SANC in General Nursing with post basic qualification in Advanced Midwifery and Neonatal. **Grade 2:** A minimum of (14) years appropriate recognisable experience in nursing after registration with SANC in general nursing and midwifery. At least (10) years of the period mentioned above must be recognisable experience in the specific specialty after obtaining the one year post basic qualification in Advanced Midwifery and Neonatal Nursing Science. Knowledge, Skills, Training And Competencies Required: Knowledge of nursing care processes and procedures, nursing statutes and other relevant legal frameworks such as, Nursing Act, Health Act, Occupational Health and Safety Act. Knowledge of public service regulations. Knowledge of SANC rules and regulations. Knowledge of patient's rights charter, Batho –Pele principles, public service regulations, Labour Relations Act, Disciplinary Code and procedure. Communication skills, report writing skills, computer skills, facilitation skills, networking skills, problem solving skills, planning and ability to function as part of the team. Team building and cross culture awareness.

DUTIES

: Monitoring of patients in labour and conducting deliveries. Implement standards, practices and indications for improving quality nursing care. Provision of quality patient care through setting of standards, policies and procedures. Maintain a constructive working with nursing and other stake holders. Utilize human material and physical resources efficiently and effectively. Conduct ESMOE and HBB drills. Implement national core standards guidelines and standard operational plans. 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. Monitor and report patient safety incidents e.g needle stick injuries, patient complaints etc. Formulation of theatre policies to ensure good practice. Ensuring the availability of the necessary basic equipment. Implement maternal and child health care programmes (PMTCT, MBFI, IMCI, and PPIP KING Etc. Attend perinatal mortality review meetings.

ENQUIRIES APPLICATIONS

: Mr M.J Mbali 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). Candidates are encouraged to send applications via email: EgusherMemorial.JbobApp.kznhealth.go.za and no faxed applications will not be accepted.

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. 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. 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.

<u>CLOSING DATE</u>	:	03 November 2023 at 16H00 afternoon
<u>POST 38/184</u>	:	<u>CLINICAL NURSE PRACTITIONER (NTUMENI CLINIC) REF NO: MBO 81/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: medical aid (optional) home owners allowance: employee must meet prescribed requirements, 8% Rural Allowance, 13 th cheque
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Senior certificate/Matric 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). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Previous and current work experience written by supervisor. Experience: Grade 1: A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. Grade 2: A minimum of 14 years appropriate / recognizable Experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after Obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr VH Zikhali (Assistant Manager Nursing, PHC) Tel No: (035) 476 6242 or Ext 1005
<u>APPLICATIONS</u>	:	Applications to be forwarded to: The Chief Executive Officer, Mbongolwane District Hospital, Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820, or www.e-services.gov.za
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above

instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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.

- CLOSING DATE** : 10 November 2023
- POST 38/185** : **CLINICAL NURSE PRACTITIONER (OSUNGULWENI CLINIC) REF NO: MBO 80/2023 (X1 POST)**
- SALARY** : Grade 1: R431 265 – R497 193 per annum
Grade 2: R528 696 – R645 720 per annum
Other Benefits: medical aid (optional) housing allowance: employee must meet prescribed requirements, 8% Rural Allowance, 13th cheque.
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
Senior certificate/Matric 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). A minimum of 4 years appropriate/ recognizable nursing experience as a General Nurse. Previous and current work experience written by supervisor. Experience: **Grade 1:** A minimum of 4 years appropriate/ recognizable experience in nursing after registration as Professional with SANC in General nursing. **Grade 2:** A minimum of 14 years appropriate / recognizable Experience in nursing after registration as a Professional Nurse with SANC in general nursing, of which at least 10 years must be appropriate / recognizable experience after obtaining the one year post basic qualification in Primary Health Care. Knowledge, Skills And 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 (Assistant Manager Nursing, PHC) Tel No: (035) 476 6242 or Ext 1005
- APPLICATIONS** : applications to be forwarded to or hand delivered to: The Chief Executive Officer, Mbongolwane District Hospital, Mbongolwane Hospital, Private Bag X126, Kwa-Pett, 3820 or www.e-services.gov.za
- FOR ATTENTION NOTE** : Human Resource Manager
The contents of this Circular Minute must be brought to the notice of all eligible officers and employees on your establishment of all Institutions. Institutions must notify all candidates who qualify for post in this circular minute even if they are absent from their normal places of work to apply. Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za. The application form (Z83)

must be accompanied by a detailed Curriculum Vitae Only, Therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR . the circular minute number must be indicated in the column (part A) provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/186</u>	:	<u>PROFESSIONAL NURSE: SPECIALITY (ADVANCED MIDWIFERY AND NEONATAL SCIENCE) REF NO: MBO 77/2023 (X1 POST)</u>
<u>SALARY</u>	:	Grade 1: R431 265 – R497 193 per annum Grade 2: R528 696 – R645 720 per annum Other Benefits: 13th Cheque Medical Aid (Optional) Home owners allowance (employee must meet prescribed requirements) 8% rural allowance
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane Hospital Senior certificate / grade twelve certificate or equivalent qualification. Certificate of registration with SANC as general nurse plus Midwifery. Diploma or Degree in General Nursing and Midwifery. One year post basic nursing qualification in advanced midwifery. Current registration with SANC as a general nurse, midwifery and advanced midwife. Grade 1: A Minimum of four (4) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC. One year post qualification in advanced midwifery. Grade 2: A Minimum of fourteen (14) years appropriate/recognizable experience in nursing after registration as a professional nurse with the SANC in General nursing of which at least ten (10) years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year post basic qualification in Advanced Midwifery. Current and previous work experience written by supervisor. Knowledge, Skills And Competencies: Knowledge of Public Service Policies, Acts and regulations. Knowledge of SANC rules and regulations. Good communication, leadership, interpersonal and problem solving skills. Computer Literacy. Knowledge of Code of Conduct Labour Relations, Conflict management and negotiation skills. Ability to function well within a team. Skills in organizing, planning and supervising. Knowledge of Batho Pele principles and patients' rights charter. An updated knowledge of the priority programmes and the management thereof.
<u>DUTIES</u>	:	Assist with implementation of the UN Millenium Development Goals e.g. reducing child mortality and the Saving Mother Initiative. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues, including more complex report writing when required. Work as part of a multi-disciplinary team at unit level to ensure good nursing care by the nursing team. Work effectively and amicable, at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences. Able to manage own work, time and that of junior colleagues to ensure quality nursing service in the unit. Display a concern for patients, promoting, advocating and facilitating proper treatment and care, and ensuring that the unit adheres to the principle of Batho Pele. Demonstrate basic computer literacy as a support tool to enhance service delivery. Oversee and co-ordinate the integration of MCWH. Assist in the monitoring of the implementation of EPMDS. Improve maternal and child health by initiating all the relevant programmes. Enhance the Saving Mothers programme. Assist with the reduction of maternal and neonatal mortality and morbidity rates. Work as a team leader and oversee the maternity department in the absence of the Operational Manager or when the need arises. Knowledge of Patient Safety Incidents and management thereof. Demonstrate a basic understanding of HR and financial policies and practices Execute quality care in a specialized unit in accordance with the scope of practice and nursing standards. Must be able to handle surgical and obstetrical emergencies. Take lead in peri-operative care delivery. Partake in the resuscitation and stabilizing of critically injured

and ill patients. Participation in implementation of National Core Standards. Participate in clinical audits and data management meetings. Ensure accurate record keeping. Able to manage own work, time and that of junior colleagues to ensure proper and nursing service in the unit. Ensure self and staff development through in service training.

ENQUIRIES : Mrs. T Ndlovu (Assistant Manager Nursing) Tel No: (035) 476 6242 / ext: 1011
APPLICATIONS : All applications should be forwarded to: OR Hand Delivered to The Human Resources Manager, Mbongolwane Hospital, Mbongolwane Hospital, Mbongolwane Reserve, Private Bag X126, Umlalazi, Kwa-Pett, 3820, or www.e-services.gov.za

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

CLOSING DATE : 10 November 2023

POST 38/187 : **ASSISTANT DIRECTOR: DIVERSITY MANAGEMENT: HUMAN RESOURCE MANAGEMENT SERVICES REF NO: G117/2023**

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office: Pietermaritzburg
REQUIREMENTS : Matric/ Grade 12. plus Degree/National Diploma in Human Resource Management / Public Management / Administration. plus A minimum of Three (3) years appropriate supervisory experience in a Diversity Management / Advocacy / Social Mobilisation environment. plus A valid unendorsed code B Driver's Licence (code 8). Knowledge, Skills, Training And Competencies Required: Accurate capturing of data; legislative framework governing the public service, working procedures in terms of the working environment, South African Constitution, Bill of Rights, Human Rights Legislation, Labour Relations Act, Skills Development Act, Public Service Act, Public Service Regulations, Promotion of Access of Information Act, Promotion of Administrative Justice Act, Gender Equality Strategic Framework, Job Access Strategic Framework, Harassment Policy, Guidelines and Frameworks, DPSA Guidelines and Framework on Diversity Management, Good verbal and written communication skills, Report Writing, Financial Management, Risk Management, Organising, Influencing, Analytical, Motivational, Facilitation skills, Computer literacy at an intermediate level in the full MS Office suite.

DUTIES : Execute and maintain gender and disability policies, guidelines, procedure manuals and practices within the Department of Health. Provide advice and support to health districts and institutions and to develop interventional strategies, programs and practices to meet disability targets and increase access to employment as well as gender equality in the workplace. Plan and conduct advocacy workshops and Diversity Management in the Department with regards to gender mainstreaming and disability issues •Organise National events (e.g. International day of disabled persons, women's day) by collaborating with the Premier's Office and other stakeholders. Ensure effective, efficient and economical utilization of resources allocated to the section.

ENQUIRIES : Mr A Innerjeeth Tel No: (033) 395 3179

<u>APPLICATIONS</u>	:	All applications should be forwarded to: The Chief Director, Human Resource Management Services, KZN Department of Health, Private Bag X9051, Pietermaritzburg, 3200 or Hand Delivered to: 330 Langalibalele Street, Natalia Building, Registry, Minus 1: 1 North Tower.
<u>FOR ATTENTION NOTE</u>	:	Miss N Ngema
	:	Applications must be submitted on the prescribed Application for Employment form (Z83) which must be originally signed, initialed and dated. Applications received on the incorrect Z83 will not be considered. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. The Z83 should be accompanied by a comprehensive CV only (with detailed experience). Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. NB: All shortlisted candidates will be required to submit proof of work experience endorsed and stamped by the employer/s prior to the date of the Interview. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (when shortlisted). Applicants: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful.
<u>CLOSING DATE</u>	:	03 November 2023
<u>POST 38/188</u>	:	<u>PHYSIOTHEAPIST GRADE 1/2/3 REF NO: NKAH/51/2023</u>
<u>SALARY</u>	:	Grade 1: R359 622 – R408 201 per annum, (all-inclusive package) Grade 2: R420 015 – R477 771 per annum, (all-inclusive package) Grade 3: R491 676 – R595 251 per annum, (all-inclusive package) 13 th cheque, medical aid (optional), Housing allowance: employee must meet the prescribed requirements, 12% In-hospital area allowance.
<u>CENTRE REQUIREMENTS</u>	:	Nkandla Hospital (KwaZulu-Natal)
	:	Senior Certificate / Standard 10/ Grade 12, Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Physiotherapist, Initial and Current registration with the HPCSA as a Physiotherapist. Grade 1: No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Physiotherapist. Grade 2: A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Physiotherapist. Grade 3: A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as Physiotherapist.
<u>DUTIES</u>	:	Initiate appropriate physiotherapy intervention programs for patients suffering from immobility. Assess and evaluate physical disabilities caused by neurological disorders, stroke, diseases or injuries. Bring wellness and mobility in physical disabilities caused by injuries, stroke or other neurological disorders through physiotherapy treatment programs. Handle pain and physical problems caused by illnesses, disabilities and injuries. Manage and treat patients with disabilities in home and community care. Collaborate with multidisciplinary teams to provide patient care and comfort. Maintain and update patient records and documents. Provide quality physiotherapist treatment to the highest possible levels. Consult and collaborate with consulting physicians and other medical professionals in providing physiotherapy treatments. Teach patients and their families about self-care treatment interventions. Communication skills. Good interpersonal skills. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr. DD Hlophe Tel No: (035) 833 5000
	:	All applications should be posted to: The Human Resource Manager: Mr. S.P Dlamini: Nkandla District Hospital, Private Bag X102, Nkandla, 3855

**FOR ATTENTION
NOTE**

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

CLOSING DATE

: 03 November 2023

POST 38/189

: **OCCUPATIONAL THERAPY GRADE 1/2/3 REF NO: NKAH/52/2023**

SALARY

: Grade 1: R359 622 – R408 201 per annum, (all-inclusive package)
Grade 2: R420 015 – R477 771 per annum, (all-inclusive package)
Grade 3: R491 676 – R595 251 per annum, (all-inclusive package)
13th cheque, medical aid (optional), Housing allowance: employee must meet the prescribed requirements, 12% In-hospital area allowance.

**CENTRE
REQUIREMENTS**

: Nkandla Hospital - (KwaZulu-Natal)
: Senior Certificate / Grade 12. Appropriate Degree / Diploma that allows registration with Health Professions Council of South Africa as Occupational Therapist. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. **Grade 1:** No experience required in respect of South African citizen of whom it is required to perform community service. A minimum of one (01) year experience after registration as Occupational Therapist with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 2:** A minimum of ten (10) years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as Occupational Therapist. A minimum of eleven (11) years relevant experience after registration as Occupational Therapist with recognized foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform community service, as required in South Africa. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as Occupational Therapist. A minimum of twenty one (21) years relevant experience after registration as Occupational Therapist with a recognized foreign health professional council in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa.

DUTIES

: To provide high quality diagnostic and therapeutic occupational therapy services according to patients needs and to provide patients with factual

information on occupational therapy. Provision of mental health groups and individual therapy within allocated wards and as per expectation of the respective multi-disciplinary teams. Ensure provision of high quality vocational rehabilitation services to patients and the management of these projects. Execute all clinical procedures and programs competently utilizing available resources effectively and efficiently. Compile reports and memos as required within the ambit of the delegations and environment. To participate and contribute to the overall wellbeing of the patients in the multi-disciplinary team effort in treatment and psychosocial rehabilitation of patients. Active involvement in creation and implementation of psychosocial programs and activities. To maintain and demonstrate commitment to continuous professional development programs. To maintain clinical profiles on individual patients. To promote the implementation of Batho Pele principles in the execution of duties for effective service delivery. Supervise allocated students according to the agreement with the tertiary institution and contribute to related training activities. Manage allocated human resources, including supervision and performance appraisal according to regulations of the department, public service and HPCSA.

- ENQUIRIES** : Dr. DD Hlophe Tel No: (035) 833 5000
- APPLICATIONS** : All applications should be posted to: The Human Resource Manager: Mr. S.P Dlamini: Nkandla District Hospital Private Bag X102, Nkandla, 3855
- FOR ATTENTION** : 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 which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: failure to comply with above instructions will disqualify application. Persons with disabilities should feel free to apply for the post. The appointment are subject to positive outcomes obtained from the state security agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit, record, and citizenship), verification of Educational Qualification by SAQA, verification of previous experience from employers and verification from the company intellectual property commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessfully. All employees in the public service that are presently on the same salary level but on notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates' due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. You will submit these documents only when shortlisted. The applicants must include only completed and signed new Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae when they apply. Certified copies of Identity Documents, Senior Certificate, evaluation certificate with SAQA for applicants who are in possession of foreign qualification, confirmation letter of relevant experience from supervisor in an official letterhead of the employer, highest required qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to Human Resource on or before the day of the interview date. NB Persons with disabilities from all designated race groups are encouraged to apply for the post. Due to financial constraints S&T Claims will not be considered.
- CLOSING DATE** : 03 November 2023
- POST 38/190** : **SPEECH THERAPIST GRADE 1/ 2/ 3 REF NO: NKAH 50/2023**
- SALARY** : Grade 1: R359 622 – R408 201 per annum, (all-inclusive package)
Grade 2: R420 015 – R477 771 per annum, (all-inclusive package)
Grade 3: R491 676 – R595 251 per annum, (all-inclusive package)
13th cheque, medical aid (optional), Housing allowance: employee must meet the prescribed requirements, 12% In-hospital area allowance.
- REQUIREMENTS** : National Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Speech Therapist. Initial and Current registration with the HPCSA as a Speech

Therapist. Certificate of service. **Grade 1:** No experience required after registration with the Health Professions Council of South Africa (HPCSA) as Speech Therapist. **Grade 2:** A minimum of ten (10) years relevant experience after registration with the Health Professional Council (HPCSA) as a Speech Therapist. **Grade 3:** A minimum of twenty (20) years relevant experience after registration with the Health Professional Council (HPCSA) as a Speech Therapist.

DUTIES : Provision of effective, comprehensive assessment, treatment and general speech therapy services to all patients. Sound knowledge of dysphagia assessment 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 conferences, legal reports as needed e.g. disability grants, medicolegal work and insurance. Quality improvement initiatives: clinical guidelines, teaching and training, audits (core standards, infection control, ideal hospital, etc.). Effective communication with all stakeholders (patients, NGOs, caregivers, etc.). Ensure professional development in line with patient care profile. Support the supervisor in all projects and transformative efforts. Sound knowledge and skill in speech therapy paediatric and general diagnostic and therapeutic procedures. Knowledge of departmental administrative tasks. Knowledge of ethical code and scope of practice. Ability to problem-solving and apply analytical processes to patient care. Supervisory skill for junior staff and students.

ENQUIRIES : Dr. DD Hlophe Tel No: (035) 833 5000
APPLICATIONS : All applications should be posted to: The Chief Executive Officer: Nkandla District Hospital Private Bag X102, Nkandla, 3855
 Human Resource Manager

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

CLOSING DATE : 03 November 2023

<u>POST 38/191</u>	:	<u>EMPLOYEE ASSISTANT PRACTITIONER (EAP) REF NO: EGUM 336/2023 (X1 POST)</u>
<u>SALARY</u>	:	R359 517 – R420 402 per annum. Plus 13th cheque/service bonus plus Home owners allowances: Employee must meet prescribed requirements plus Medical Aid (Optional)
<u>CENTRE REQUIREMENTS</u>	:	E G & Usher Memorial Hospital
	:	Matric or senior certificate. A tertiary medical qualification: Bachelor's Degree / Diploma in Social Science / Social Work or National Diploma in Employee Wellness. Current registration with the relevant statutory body e.g. South African Council for Social Services Professions (SACSSP). 3-5 years' experience in the Employee Wellness Field. 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 the public sector, employee wellness and developing guidelines and standards. Knowledge of healthy lifestyle programmes, HIV/AIDS, Sick leave, PILLIR, Stress Management, etc. Knowledge of national, provincial and departmental policies, prescripts and legislations. Knowledge of HIV/AIDS Counselling and crisis management. Ability to display problem solving and analytical thinking skills. Ability to display research analysis, presentation and excellent report writing and general writing skills. Boasts project planning and management, change management and facilitation skills. Boasts time management, policy development, and communication and conflict management's skills. Boasts good interpersonal relations and the ability to deal with all levels of management. Boasts computer literacy, tact and diplomacy skills. Boasts planning, organizational and leadership skills. Boasts honesty and integrity, respect /courtesy and confidentiality. Ability to work under pressure.
<u>DUTIES</u>	:	Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level. Establish and facilitate Employee Wellness Programmes based on policies, trends, needs and case analysis. Monitor and evaluate the Employee Wellness Programme. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience. Market and Promote EWP services within the institution. Ensure the implementation of Special Programmes such as HCT, Financial Wellness that is retirement planning, garnishee management, financial education as well as substance abuse and absenteeism management. 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. Marketing and Promotion of Employee Wellness Programme within institution's-ordinate sport activities for staff at the facility.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs O Mbangatha 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). Candidates are encouraged to send applications via email: EqusherMemorial.JbobApp.kznhealth.go.za and no faxed applications will not be accepted.
<u>FOR ATTENTION NOTE</u>	:	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. 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. 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.

- CLOSING DATE** : 03 November 2023 at 16H00 afternoon
- POST 38/192** : **SENIOR SYSTEMS MANAGEMENT OFFICER REF NO: EGUM 39/2023 (X1 POST)**
- SALARY** : R359 517 – R420 402 per annum. Plus 13th cheque/service bonus 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 Management or Administration. At least 3-5 years' experience administration/office management 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: Team work. Self-management. Decision making. Customer focus and responsive. Communication skills, report writing skills, computer skills, facilitation skills, networking skills, problem solving skills, planning and ability to function as part of the team. Team building and cross culture awareness.
- DUTIES** : Maintain overall control of Systems Component to ensure optimal usage of resources and cost effectiveness in conjunction with Systems Manager. Provide advice to management and heads of sections on matters relating to administrative support services. Ensure that secretarial services are provided at management meetings in Systems Component. Full implementation and monitoring and evaluation of EPMS. Improve service delivery in line national core standards and ideal clinic. Ensure effective, efficient and economic utilization of resources. Development, implementation, monitoring, evaluation and reviews of policies. Co-ordination, planning promotion and report. Contribute as a member of a multidisciplinary team towards the effective management of the hospital by participating in the followings –Cash flow committee, Loss a/damage and accident committee, health and safety, contract management, training and development and all other committees. Develop submissions and complete involved forms to obtain approval for projects/initiate the acquisition process for goods and services.
- ENQUIRIES APPLICATIONS** : Ms. P.S Mgobhozi 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). Candidates are encouraged to send applications via email: EqusherMemorial.JbobApp.kznhealth.go.za and no faxed applications will not be accepted.
- 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. 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. 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.

- CLOSING DATE** : 03 November 2023 at 16H00 afternoon
- POST 38/193** : **FACILITY INFORMATION OFFICER REF NO: KH 30/2023 (X1 POST)**
- SALARY** : R294 321 - R334 194 per annum (Level 07). 13th Cheque, Medical Aid (Optional) Home owner's allowance: Employee must meet prescribed requirements
- CENTRE REQUIREMENTS** : Kwa-Magwaza Hospital (Monitoring & Evaluation)
 Senior Certificate (Grade 12). National Diploma/Degree in Information Technology/Management Information System/Statistics/ Computer Science. Valid Driver's License (Minimum Code EB). 2-3 years' experience in Data Management section with District Health Information System. Computer Literacy (MS. Word, Excel, PowerPoint). Proof must be provided. Strong communication skills. In Depth knowledge and skills in information System and Data Management. The ability to compile meaningful presentation and /or graphic presentations of statistics and to compare to strategic objective with reported results. High levels of accuracy. Technical knowledge in the information Technology Environmental. Ability to work under pressure and meet tight deadlines.
- DUTIES** : Co-ordinate the total collection of quality routine and non-routine facility data and the maintenance of the District Health Information System. Monitor the implementation of all the Health Information system in health facility within the district (WEBDHIS/TIER. NET/EVDS and others). Conduct training on routine Health Information Systems (WEBDHIS/TIER. NET/EVDS i.e. Data Capturers, OM, Programme Managers and others). Maintain and provide technical support to all routine Health Information System (ART TIER.NET/ETR.net/District Health Information System (WEB DHIS) /Electronic Drug Resistance (EDR Web). Ensure that quarterly reports are compiled, captured and submitted timeously to the next level. Presentation of health information at the health information meeting. Ensure accurate, consistence and timeously reporting of health programme data from all facilities within the district. Co-Ordinate the collection of routine and non-routine data inclusive of survey (PEC). Maintain, manipulate and ensure security of the district health and management information database. Ensure data and information integrity to accurately represent the state of service delivery in the district.
- ENQUIRIES APPLICATIONS** : Ms B Mavuso Tel No: (035) 450 8328
 : All applications should be posted to: The Chief Executive Officer: KwaMagwaza Hospital Private, Bag X808, Melmoth, 3835, hand delivered to KwaMagwaza Hospital KwaMagwaza Road or Email to KwaMagwazaHospital.HRJobApplication@kznhealth.gov.za

FOR ATTENTION NOTE : Assistant Director: HRM
: Applications must be submitted on the new Prescribed Application for Employment form (Z83). This is obtainable from any Public Service Department or from the website www.kznhealth.gov.za. The applications received on the incorrect (Z83) will not be considered. All required information on the Z83 must be provided. A detailed Curriculum Vitae only must accompany the application form (Z83). Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Letter of confirmation of relevant work experience and managerial experience will only be required from the shortlisted applicants. The Reference Number must be indicated in the column (Part A) provided on the Z83 Form. NB: Failure to comply with the above instructions will disqualify applicants. Faxed applications will not be accepted. People with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date they must accept that their application were unsuccessful. Applicants in possession of foreign qualification if shortlisted will be required to produce evaluation certificate from the South African Qualifications Authority (SAQA) (only when shortlisted) All employees in Public Service that are presently on the same salary level but on a notch /package above of the advertised post are free to apply. Due to the large number of applications, receipt of applications will not be acknowledged. However, correspondence will be limited to shortlisted candidates only. Please note that due to financial constraints no S&T and no Resettlement allowance claims will be considered for payment to candidates that are invited for an interview. NB: Preference will be given to African Male and people with disabilities

CLOSING DATE : 03 November 2023

POST 38/194 : **HUMAN RESOURCE OFFICER SUPERVISOR REF NO: HLH41/2023**

SALARY : R294 321 per annum. plus 13th cheque, medical aid (optional) ,Housing Allowance (employee must meet prescribed requirement

CENTRE REQUIREMENTS : Hlabisa Hospital
: Standard 10 or Grade 12 ,3-5 years' experience in Human Resource Practices. Previous and current work experience /certificate of service endorsed by your Human Resource Department. PERSAL Certificates, valid Driver's Licence code 8/10, Extensive Knowledge in HRP. Computer literacy in MS word, MS Excel, MS power point (Computer Certificate will be added advantages.) Knowledge, Skills, Training and Competencies Required: Know of Public Service Prescripts and Human Resource Management policies. Broad knowledge of PERSAL system. Knowledge of computer software i.e. MS word, Excel, power point, outlook etc. Ability to maintain high level of confidentiality. Sound management, negotiation, interpersonal, communication 9written and verbal 0 problem solving and supervisory skills. In depth knowledge of Human Resource practices. Ability to draw and analyses PERSAL reports. Strong leadership ability. Interpersonal skills. Decision making.

DUTIES : Manage day by day functioning of Human Resource Practices. Ensure that the employment practices i.e. selection recruiting and appointment verification of qualifications transfer are in accordance with he laid down policies and procedures. Supervise the processing of payment payoff exit benefits for staff exiting the public service. Ensure that the payment of all fridge benefits ad allowance is done accurately. Formulate internal policies and procedure. Check, approve PERSAL transactions according to delegations. Management of overtime and commuted overtime. Prepare reports on human resource administration issues and statistics. Assess staff performance and apply discipline. Exercise direct control and supervision of staff. Orientate and train newly appointed staff. Orientate and train newly appointed staff and in-service staff on HR matters.

ENQUIRES : Mrs P.Z Mbatha Tel No: (035) 838 1139

- APPLICATIONS** : The Human Resource Management, Private Bag X5001, Hlabisa Hospital, 3937, Hand delivery applications may be submitted at Human Resource Office, Hlabisa Hospital, 60 Saunders Street, Hlabisa 3937.
- NOTE** : The following documents must be submitted, Application for employment form (Z83), which is obtainable at any Government Department or from the website www.kznhealth.gov.za, An updated Curriculum Vitae (CV), and Z83 .Only shortlisted candidates will attach the documents. NB: It is the applicant's responsibility to have foreign Qualifications Authority (SAQA) Faxed or emailed applications will not be accepted. Contactable and verifiable Reference must be included in the CV. The reference number of the post must be included in the Z83, NB; failure to comply with the above instructions may be disqualify the applicants, please note those applicants will not be acknowledge ,However ,every Applicant will be advised of the Outcome of his or her application .in due course. This Department is an equal opportunity, Affirmative action employer ,whose aim is to promote representatively in allow occupational Categories in the Department .The Kwa –Zulu Natal is an equal opportunity, affirmative action employer It is intended to promote respectively through the filling of these posts. The candidates of the person hose appointments /transfer/promotion will promote representatively will receive preference.
- CLOSING DATE** : 10 November 2023
- POST 38/195** : **PROFESSIONAL NURSE (GENERAL STREAM) WITH MIDWIFERY REF NO: HRM 88/2023 (X20 POSTS)**
Directorate: Obstetrics and Gynaecology, Paediatrics, Neonatal and Trauma
- SALARY CENTRE REQUIREMENTS** : R293 670 – R337 860 per annum, (including benefits)
: King Edward VIII Hospital complex
: Matric/Senior Certificate or equivalent qualification PLUS Degree / Diploma in General Nursing and Midwifery Plus Registration with SANC as a General nurse and/or Midwife Plus Current registration with SANC 2023. Recommendations: Computer Literacy, 3 years' experience in obstetrics, paediatrics, neonatology & trauma will be an added advantage. Knowledge, Skills, Training and Competencies Required: Disciplinary code, human resource policies, hospital generic and specific policies, Leadership, supervisory and good communication skills, Team building and cross cultural and regulations, Knowledge of Batho-Pele principles and patient's right charter, Personal attitude, responsiveness, professionalism, assertiveness, team player.
- DUTIES** : Must be able to handle obstetric and paediatric 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 programs and clinical audits, Uphold Batho Pele and patients right principles, Provide a safe, therapeutic environment as laid down by the Nursing Act, Maintain accurate and complete records according to legal requirement, Manage and supervise effective utilization of all resources e.g. Human, Financial, Materials etc., Implementation and management of infection control and prevention protocols, Assist with performance reviews i.e.. EPMDS as well as student progress reports, Analyse reports and utilize the information to improve the health status of women, Ensure the implementation of saving mothers, saving babies recommendation, Ensure the implementation of the Antenatal and Postnatal policy including PMTCT.
- ENQUIRIES APPLICATIONS** : Ms P. Govender Tel No: (031) 360 3031
: All applications can either be submitted via email to twiggy.garib@kznhealth.gov.za and kingedwardhospitalHRJobapplication@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** : 3 November 2023
- POST 38/196** : **PROFESSIONAL NURSE GENERAL WITH MIDWIFERY REF NO: MBO 76/2023 (X4 POSTS)**
Component: Maternity
- SALARY** : Grade 1: R293 670 – R337 860 per annum
Grade 2: R358 626 – R409 275 per annum
Grade 3: R431 265 – R521 172 per annum
Other Benefits: Medical Aid (Optional) Home Owners Allowance: Employee must meet prescribed requirements, 8% Rural Allowance, 13th Cheque
- CENTRE REQUIREMENTS** : Mbongolwane District Hospital
Senior certificate / Matric / Grade 12. Basic R425 Degree. Diploma in general nursing and midwifery. Current of registration with SANC (2023). **Grade 1:** No experience required. **Grade 2:** Minimum of 10 years appropriate and recognizable experience in nursing after registration with SANC as general nurse. **Grade 3:** Minimum of 20 years appropriate and recognizable experience in nursing after registration with SANC as general nurse. Knowledge, Skills and Competences Required: Knowledge of public service policies, Acts and Regulations. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing directed by professional scope of practice and standards as determined by the institution. Sound knowledge of scope of practice. Knowledge of code of conduct and labour relations. Knowledge of Batho Pele Principles and patient's right charter. Leadership, supervisory and good communication skills.
- DUTIES** : 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. Be able to function independently in maternity ward i.e. ANC, Labour and PNC. Assist in monitoring of complaints, waiting times and PEC surveys. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core Standards, quality and clinical audits. Maintain a constructive working relationship with nursing and other stakeholders. Implement policies, guidelines and nursing care standards. Improve the knowledge of staff and patients through health education and in service training. Ensuring proper utilization of Human, material and financial resources and keep accurate records. Assist in monitoring and maintenance of OHSC and IHRM assessment.
- ENQUIRIES** : Mrs T Ndlovu (Assistant Manager Nursing) Tel No: (035) 476 6242, ext. 1011 / 1084
- APPLICATIONS** : Applications should be forwarded to: www.e-services.gov.za or The Chief Executive Officer or hand deliver to: Private Bag X126, Mbongolwane District Hospital, Kwa-PETT, 3820
- FOR ATTENTION NOTE** : Human Resource Manager
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. 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.

<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/197</u>	:	<u>PROFESSIONAL NURSE GENERAL WITH MIDWIFERY REF NO: MBO 75/2023 (X1 POST)</u> Component: Maternity (SHR- CTOP Services)
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum Grade 2: R358 626 – R409 275 per annum Grade 3: R431 265 – R521 172 per annum Other Benefits: medical aid (optional) home owners allowance: employee must meet prescribed requirements, 8% rural allowance, 13 th cheque
<u>CENTRE REQUIREMENTS</u>	:	Mbongolwane District Hospital Senior certificate / Matric / Grade 12. Basic R425 Degree / Diploma in general nursing and midwifery. Current registration with SANC (2023). Current and previous work experience written by supervisor. Grade 1: No experience required. Grade 2: Minimum of 10 years appropriate and recognizable experience in nursing after registration with SANC as general nurse. Grade 3: Minimum of 20 years appropriate and recognizable experience in nursing after registration with SANC as general nurse. Knowledge, Skills and Competences Required: Knowledge of public service policies, Acts and Regulations. Knowledge of SANC rules and regulations. Knowledge of nursing care processes and procedures nursing statutes and other relevant legal frameworks. Promote quality of nursing directed by professional scope of practice and standards as determined by the institution. Sound knowledge of scope of practice. Knowledge of code of conduct and labour relations. Knowledge of Batho Pele Principles and patients right charter, leadership, supervisory and good communication skills.
<u>DUTIES</u>	:	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. Be able to function independently in maternity ward i.e. Sexual Reproductive Health Services (SRHS) and CTOP. Assist in monitoring of complaints, waiting times and PEC surveys. Implement infection control standards and practices to improve quality of nursing care. Ensure proper implementation of National Core. Standards, quality and clinical audits. Maintain a constructive working relationship with nursing and other stakeholders. Implement policies, guidelines and nursing care standards. Ensuring clinical interventions to the clients including giving of prescribed medications and monitoring of patients. Supervision of patients reports and intervention, keeping a good valid record on all client's interventions. Improve the knowledge of staff and patients through health education and in service training. Ensuring proper utilization of Human, material and financial resources and keep accurate records. Assist in monitoring and maintenance of OHSC and IHRM assessment.
<u>ENQUIRIES</u>	:	Mrs T Ndlovu (Assistant Manager Nursing) Tel No: (035) 476 6242, Ext. 1011 / 1084
<u>APPLICATIONS</u>	:	Applications should be forwarded to: www.e-services.gov.za or The Chief Executive Officer or hand deliver to: Private Bag X126, Mbongolwane District Hospital, Kwa-PETT, 3820
<u>FOR ATTENTION NOTE</u>	:	Human Resource Manager Direction to Candidates: the following documents must be submitted: Application for Employment form (Z83) which is obtainable from any Government Department OR from the website - www.kznhealth.gov.za . The application form (Z83) must be accompanied by a detailed Curriculum Vitae Only, therefore only shortlisted candidates will be required to submit certified document on or before the day of the interview following communication from HR. the circular minute number must be indicated in the column (part A)

provided therefore on the Z83 form. NB: Failure to comply with the above instructions will be disqualify applicants. Person with disabilities should feel free to apply for the post. The appointment is subject to positive outcome obtained from the NIA the following checks (security clearance, credit records, qualification, citizenship and previous experience employment verification). Due to the large number of applications, receipt of applications will not be acknowledged. However, every applicant will be advanced of the outcome of his/her application, in due course. Please note that No Faxed, E-mailed or late applications will be accepted and considered. 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.

- CLOSING DATE** : 10 November 2023
- POST 38/198** : **OCCUPATION THERAPY TECHNICIAN REF NO: MGMH/02/2023**
- SALARY** : R243 627 – R276 237 per annum. Plus 13th cheque, Medical Aid Subsidy (optional) and home owners allowance (subject to meeting prescribed requirements).
- CENTRE** : Mahatma Gandhi Memorial Hospital
- REQUIREMENTS** : Senior Certificate /Matric or Grade 12, Occupational Therapy Technician certificate/ or equivalent qualification as an Occupational Therapy Technician, current registration with the Health Professional Council of South Africa (HPCSA) as an Occupational Therapy Technician. Knowledge, Skills, Training and Competencies Required: Knowledge of physical and psychiatric conditions including paediatrics and therapeutic interventions thereof. Adequate knowledge and competent use of therapeutic media, equipment, crafts and rehabilitation activities. Knowledge of ethical code and scope of practice. Good communication, counselling and group handling skills. Knowledge of wheelchairs and assistive devices. Ability to implement therapeutic programmes under supervision of Occupational Therapist. Good interpersonal skills to work within a multi-disciplinary team. Ability to organize self-duties allocated for efficient time management. Working within a framework of the rehabilitation team's standard operating policies, procedures and treatment guidelines so as to be accountable to the patient, the supervisor, the team and community.
- DUTIES** : Provide an Occupational Therapy support services as defined within the scope. Undertake individual and group treatment of paediatrics and adults presenting with physical, physical, psychiatrics development conditions. To follow prepared treatment protocols and make adaptations as needed. Receive and implement treatment plans received from the Occupational Therapist. Preparation of patient and the rehabilitation/ work area for treatment. Implement appropriate home programmes including functional activities. To manufacture, issue assistive devices, undertake care-giver training and management of the patient. To undertake administrative duties e.g. accurate record keeping, statistics, maintenance of stock and equipment. Undertake educational sessions with care-givers to ensure carry over of rehabilitation into the home and community. Participate in CPD activities, in-service programmes, resource development and departmental meetings. Participate in quality assurance and risk management activities.
- ENQUIRIES** : Ms. T Reddy Tel No: (031) 502 1719, ext. 2172
- APPLICATIONS** : Please forward application quoting the reference number to the Human Resource Office, Mahatma Gandhi Memorial Hospital, Private Bag X13, Mount Edgecombe, 4300 or Hand Delivered can be submitted to Human Resources.
- FOR ATTENTION** : Mr. ES Gwala
- NOTE** : The following documents must be submitted: Applicants must utilize the most recent Z83 application form for employment obtainable from any government department or from the webside-www.kznhealth.gov.za. Applicants are required to complete and submit Z83 Form and Curriculum vitae (CV). Z83 form must be completed in full in a manner that allows a selection committee to assess the quality of a candidate based on the information provided in the form. 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 (CV). The certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only which may be

submitted to HR on or before the day of the interview. The reference number of the post must be indicated in the column provided on the Z83 application form e.g. MGMH41/2023. Faxed / emailed applications will not be considered. N.B: failure to comply with the above instructions will disqualify applicants. Applicants are advised that due to a number of applications anticipated, individual applications will not be acknowledged. Should you not receive a Response within six (6) weeks after the closing date the application must be considered unsuccessful. People with disability should feel free to apply. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all levels of all occupational classes of the department. S & T and Resettlement will not be paid to the eligible candidates due departmental budgetary constraints.

CLOSING DATE

:

03 November 2023

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF PUBLIC WORKS, ROADS AND INFRASTRUCTURE**

- APPLICATIONS** : Department of Public Works, Roads and Infrastructure: Private Bag X9490 Polokwane 0700 or hand delivered at Works Tower Building, No. 43 Church Street, Polokwane, 0699.
For Capricorn District: Private Bag X9378, Polokwane 0700 Or hand deliver at 15 Landros Mare street, next to Correctional Services.
For Mopani District: Private Bag X576, Giyani 0826 or hand deliver at 570 Parliamentary Building, Giyani. For Sekhukhune District: Private Bag X02 Chuenespoort, 0745 or hand deliver at Lebowakgomo Zone A, next to traffic department.
For Vhembe District: Private Bag X2248, Sibasa, 0970 or hand deliver at Cnr. Traffic and Raluswielo Street, Sibasa. For Waterberg District: Private Bag X1028, Modimolle, 0510 or hand deliver at Cnr. Thabo Mbeki & Elias Motsoaledi Street.
- FOR ATTENTION** : For Head Office posts: Director- HR Services
 For District posts: District Director
- CLOSING DATE** : 03 November 2023
- NOTE** : Applications must be submitted on a duly completed prescribed Z83 application for employment form (2021 version) obtainable from any public service department or can be downloaded from www.dpsa.gov.za. Applications must be accompanied by a detailed CV. Applicants are not required to submit copies of qualifications and other relevant documents on application. Only shortlisted candidates will be required to provide certified copies of qualifications and other relevant documents on or before the day of the interview. All fields in Part A, Part C and Part D of the Z83 form should be completed. In Part B, all fields should be completed in full. Part E, F & G applicants often indicate “refer to CV or see attached”, this is acceptable as long as the CV has been attached and provides the required information. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA). Successful incumbent will be expected to sign a performance agreement within one month after assumption of duty. The successful candidate will also be required to disclose his or her financial interests in accordance with the prescribed regulations. Shortlisted candidates for SMS posts will be subjected to a competency-based assessment and a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. Successful candidates for SMS posts should be in possession of the Senior Management Pre-entry Programme Certificate offered by the National School of Government prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The recommended candidate for appointment will be subjected to Personnel Suitability Check for security reasons. Late applications, emailed or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserve the right not to make any appointment(s) to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. Correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date, please consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. The Department of Public Works, Roads and Infrastructure is an equal opportunity and affirmative action employer. Women and people living with disabilities are encouraged to apply.

MANAGEMENT ECHELON

- POST 38/199** : **DIRECTOR: ROADS PROJECT IMPLEMENTATION REF NO: S.4/3/10/16**
Component: Roads Projects Implementation
Re-advertisement – applicants who previously applied are encouraged to re-apply.
- SALARY** : R1 162 200 per annum (Level 13), (to be structured according to Individual needs)
- CENTRE REQUIREMENTS** : Head Office, Polokwane
An undergraduate Qualification (NQF level 7) as recognized by SAQA, BSc in Civil Engineering. 05 years' experience at middle/senior managerial level in Roads Construction environment. SMS Pre – Entry Certificate (issued by National School of Government). Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act, Treasury Notes, Labour Relations Act, Public Service Act, Promotion of Access to Information Act & Public Service Regulations. Core And Process Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. Negotiation skill. Presentation skill. Motivation skill. People management. Financial solving. Planning & organizing. Time management. Strategic planning. Policy analysis and development. Research. Good communication skills.
- DUTIES** : Manage and coordinate the implementation of labour-intensive construction: Plan, implement and manage labour intensive construction projects Plan, implement and manage low volume access roads. Plan, implement and manage household's projects. Plan, implement and manage in-house projects. Consolidate social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations) policies and regulations). Develop, review and implement the departmental strategy policies and procedures pertaining to Roads Project Implementation unit: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within Roads Project Implementation unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining Roads Project Implementation unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees. Manage Project, Ensure the achievement of operational targets, manage others and ensure that all contribute towards achievement of dept goals, develop Guidelines/ Practices/ Frameworks/ M&E.
- ENQUIRIES** : Ms RE Ledwaba, Ms. NP Hanyane, Mr BN Seleka, Mr. MJ Moabelo, Mr. MM Mabilo, Ms. WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578.
- POST 38/200** : **DIRECTOR: PROCUREMENT MANAGEMENT REF NO: S.4/3/9/60**
Component: Procurement Management
- SALARY** : R1 162 200 per annum (Level 13), (to be structured according to Individual needs)
- CENTRE REQUIREMENTS** : Head Office, Polokwane
An undergraduate qualification NQF Level 7 in Financial Management/ Accounting Management and Supply Chain Management as recognized by SAQA. 05 years' experience at middle/senior managerial level. Computer

		literacy. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Computer literacy. Core And Process Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Manage infrastructure projects demand and procurement planning: Monitor and manage the development of the procurement plan. Develop budget projection as per the departmental needs analysis. Develop and manage market analysis strategies and processes. Develop a purchasing strategy for the department. Manage and provide supplier database. Manage infrastructure projects acquisition services: Manage bids administration. Manage and monitor the consolidation of requests for invitation of bids and quotation. Monitor that bids documents adherence to National Treasury format for Standard Bidding Documents (SBD's) and other regulatory bodies. Provide secretariat services for tender briefing sessions. Manage the provision of demand and acquisition of goods and services: Manage the development of the procurement plan. Develop budget projection as per the departmental needs analysis. Develop and manage market analysis strategies and processes. Develop a purchasing strategy for the department. Manage and provide supplier database. Manage bids administration. Monitor those bids documents adherences to National Treasury format for Standard Bidding Documents (SBD's) and other regulatory bodies. Provide secretariat services for tender briefing sessions. Manage contract performance and advisory services: Manage the development of departmental specific period contracts. Monitor and provide notifications on expiring contracts. Make recommendations on all contract adjustment requests. Manage the consolidation of inputs from the department on provincial transversal contracts. Manage adherence to specific and transversal contract terms and conditions. Maintain relations between the service provider and the department. Manage the appointment of service providers. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578
<u>POST 38/201</u>	:	<u>DIRECTOR: OPERATIONS MANAGEMENT REF NO: S.4/3/7/1</u> Component: Property and Facilities Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	A post graduate qualification (NQF Level 7) Property Management / Property Law / Real Estate / Property Valuation as recognized by SAQA. 5 years of experience at a middle managerial level in property management environment. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Core and Process Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.
<u>DUTIES</u>	:	Manage the provision of asset management planning services: Determine immovable asset requirements. Manage the verification of existing immovable asset. Determine functional performance of the asset. Manage and conduct

gap analysis. Determine new asset requirements. Determine repairs, refurbishment or reconfiguration requirements. Determine surplus asset to surrender. Manage the compilation of asset portfolio profile. Manage the compilation of asset performance report. Manage the compilation of asset lifecycle management plan. Provide portfolio analysis of provincial asset. Manage and develop works plan. Manage immovable assets register: Manage the compilation of asset register. Manage and reconcile information in the asset register with deeds office and valuation roll. Manage the application of immovable asset values. Manage and facilitate the linking of rates and taxes register to immovable asset register. Manage and provide geographical information services on government properties. Manage and conduct assets verification on provincial properties. Manage the provision of prestige accommodation and facilities management: Develop policies, norms and standards for prestige accommodation in line with National Guidelines and Handbooks. Develop norms and standards for the maintenance of prestige accommodation. Develop norms and standards for the provision of facility management services [e.g. security, landscaping] being provided for prestige accommodation in line with National Guidelines and Handbooks. Manage implementation of and reporting on prestige accommodation. Manage the rendering of maintenance work at prestige accommodation through internal staff and outsourced services. Manage the rendering of facility services at prestige accommodation through internal staff and outsourced services. Develop norms and standards for technical condition assessments for prestige accommodation. Manage the provincial landscaping designs and services. Coordinate cleaning services. Manage waste collection and disposal. Manage the payment of municipal rates and taxes: Manage and facilitate payment of municipal levies, rates and taxes for provincial properties. Manage and facilitate property evaluation and evictions. Manage and develop the space utilisation norms and standards. Provide space designs and ensure adherence to ergonomics. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realizing the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff Manage discipline.

ENQUIRIES : Ms RE Ledwaba, Ms. NP Hanyane, Mr BN Seleka, Mr. MJ Moabelo, Mr. MM Mabilo, Ms. WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/202 : **DIRECTOR: MECHANICAL SERVICES REF NO: S.4/3/10/81**
Component: Mechanical Services

SALARY : R1 162 200 per annum (Level 13), (to be structured according to Individual needs)

CENTRE : Head Office, Polokwane
REQUIREMENTS : Undergraduate Qualification (NQF level 7) as recognized by SAQA in Mechanical Engineering. Five (5) years of experience at middle/Senior management level in Mechanical Engineering environment. Computer literacy. Valid vehicle (Code EB) driver's license with an exception of persons with disabilities). Skills And Knowledge: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA). Computer literacy. Core and Process Competencies: Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

<u>DUTIES</u>	:	Oversee management of maintenance and repairs of plant and machinery: Manage the Provincial service schedules for machines and plant. Manage the renewal of licenses for machines for machines and plant. Ensure the Provincial technical evaluation of machines and plant. Manage availability and achievability reports. Coordinate the development and implementation of the directorate business plan. Facilitate and expedite major repairs of machines and plant by OEM's and their agents. Facilitate the preventative maintenance solutions to improve availability. Serve as a member of the inter-provincial mechanical services forum. Manage the relationship with the maintenance service providers. Manage acquisition and predictive services of plant and machinery: Ensure the process of new plant and equipment acquisition. Liaise with service providers. Liaise with roads infrastructure for new needs analysis. Manage implementation of mechanical management systems. Manage inspections of machine operations. Manage withdrawals of machines from asset register and business plan. Manage and monitor the compliance to Service Level Agreement and conditions. Manage the directorate budget for acquisition and repairs of machines. Ensure predictive maintenance is effectively applied. Manage repairs and maintenance of departmental light vehicles: Ensure provision of mechanical services for light vehicles. Over auto body repair services. Manage writing off of unserviceable light vehicles. Manage service level agreements with mechanical services providers for referred vehicles. Manage acquisition of parts from external Service Providers. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578
<u>POST 38/203</u>	:	<u>DIRECTOR: LOGISTICS AND ASSETS MANAGEMENT REF NO: S.4/3/9/61</u> Component: Logistics and Assets Management
<u>SALARY</u>	:	R1 162 200 per annum (Level 13), (to be structured according to individual needs)
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	Undergraduate Qualification NQF level 7 as recognized by SAQA. Qualifications in Logistics, Logistics Management, Business Administration and Supply Chain Management will be an added advantage. Five (5) years of experience at (MMS) middle/Senior management level within the environment. Computer literacy. Valid vehicle (Code EB) driver's license with the exception of persons with disabilities. 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. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service such as: Public Finance Management Act. Treasury Notes. Labour Relations Act. Public Service Act. Promotion of Access to Information Act. Public Service Regulations. Government Immovable Assets Management Act (GIAMA).
<u>DUTIES</u>	:	Manage the Provision of logistics management services: Manage purchasing of goods and services. Manage and analyses the vendor performance. Manage and maintain the supplier relations. Manage order processing. Manage and provide stores. Manage and monitor the departmental stock taking and provide consolidated departmental inventory reports. Manage and conduct preliminary investigation on lost stores regulatory bodies. Provide secretariat services for tender briefing sessions. Manage the provision of assets management services: Develop the departmental movable assets register. Develop the movable asset maintenance plan. Manage and monitor

the movable asset physical verification process. Manage and consolidate departmental assets reports. Authorize assets movement. Analyse and consolidate the departmental loss of assets/inventory in monetary value. Manage and conduct preliminary investigation on lost/moved assets without authorization. Manage transfer, leasing, rental of movable asset. Manage and develop the disposal plan. Manage and provide assets disposal committee. Develop, review and implement the departmental strategy policies and procedures pertaining to Logistics and Assets Management unit: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within Logistics and Assets Management unit. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining Logistics and Assets Management unit. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures. Manage resource (Human, Financial and Equipment): Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment. Monitor and evaluate the performance and appraisal of the employees. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain the discipline environment. Facilitate and ensure the development of job description of supervisees.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

OTHER POSTS

POST 38/204 : **DEPUTY DIRECTOR: DISPOSAL MANAGEMENT REF NO: S.4/3/3/07**
Component: Property Acquisition and Disposal Management

SALARY : R958 824 per annum (Level 12), (to be structured according to Individual needs)

CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification NQF Level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation will be an added advantage. 03-05 years' experience in property management environment with a minimum of three (3) years at junior management level. Valid driver's license, with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.

DUTIES : Manage the transfer of R293 towns to municipalities: Manage liaison with municipalities on identification of properties to be transferred. Facilitate and monitor verification of registered R293 towns. Manage the process of acquisition of clearance certificates for towns to be transferred to municipalities. Facilitate the preparation of the Deed of Transfer and signing by both parties. Facilitate and monitor re-acquisition of properties by the provincial and national governments of those properties meant for provincial and national use respectively. Manage the disposal of state land and redundant immovable assets: Develop and implement the disposal plan. Facilitate inclusion of the disposal plan in the Custodian Assets Management Plan. Facilitate the updating of the asset register in terms of disposals. Oversee the identification of, inspection and investigation of fixed state properties. Manage the submission of properties to user departments. Provide inputs to the determination of terms of reference to the Provincial State Land Disposal Committee (PSLDC). Compile a business case for disposal and present to the disposal committee. Monitor disposal in terms of the

departmental policy and decisions of the disposal committee. Facilitate the valuation and declaration of redundancy of properties (to be disposed of) by the MEC. Oversee the process of submissions of properties (to be disposed of) for Open Tender. Manage the signing of the Deed of Sale. Interact with other Spheres of Government where required. Facilitate registration of properties in the names of the beneficiaries. Facilitate payment by purchasers. Manage the donation of state land and immovable property: Develop and implement the donation of state land policy and processes. Manage the identification of properties for various levels of government. Manage the process of submission of properties to PSLDC for approval. Liaise with Treasury on properties to be donated. Facilitate and monitor signing of Deed of Donation by both parties. Facilitate and monitor registration of Deeds of Donation with the Deeds Office. Monitor adherence to the provisions of the Deed of Donation. Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/205 : **DEPUTY DIRECTOR: PROPERTY AND FACILITIES REF NO: S.4/3/72**
Component: Property and Facilities Management

SALARY : R958 824 per annum (Level 12), (to be structured according to Individual needs)

CENTRE : Capricorn District
REQUIREMENTS : An undergraduate NQF Level 6 as recognised by SAQA in Property Management, Property Law, Real Estate and Property Valuation will be an added advantage. 03-05 years' experience in property management environment with a minimum of three (3) years at junior management level. Valid driver's license, with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998 Spatial Planning and Land Use Management Act, 2013.

DUTIES : Manage land management matters. Facilitate land acquisition processes for the district. Manage the identification, verification and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register. Manage and administer property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land. Manage and facilitate transfers. Manage leases and municipal services. Manage and provide residential accommodation as required. Manage residential accommodation register for leases and status. Manage and facilitate the rental collection and schedules. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates. Manage monthly payment of municipal levies. Facilitate and analyse leases, municipal rates and taxes. Manage property inspections and sub-lettings. Compile the arrear accounts report including recovery projections. Manage facilities services. Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan. Manage cleaning services. Manage landscaping services. Manage resource (Human, Financial and Equipment). Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is

maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

- ENQUIRIES** : Ms K Kganakga Tel No: (015) 287 5600
- POST 38/206** : **DEPUTY DIRECTOR: RENTAL MANAGEMENT REF NO: S.4/3/73**
Component: Property Acquisition and Disposal Management
- SALARY** : R958 824 per annum (Level 12), (to be structured according to Individual needs)
- CENTRE** : Head Office - Polokwane
- REQUIREMENTS** : An undergraduate qualification NQF level 6 as recognized SAQA in Property Management, Property Law, Real Estate and Property Valuation and Financial/Accounting Management will be an added advantage. 03-05 years' experience in property management environment with a minimum of three (3) years at junior management level. A Valid driver's license with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998 Spatial Planning and Land Use Management Act, 2013.
- DUTIES** : Manage rental accommodation. Develop rental management policy and processes. Develop rental management plan and strategies. Manage and facilitate renewal of rental accommodations. Manage adherence and sound interpretation of prescripts, directives and regulations. Manage and monitor the provision of rental accommodation in the province. Develop, manage and reconcile the provincial accommodation register. Manage and conduct audits on rental management. Manage rental contracts. Manage and facilitate the implementation of rental stop orders by user departments. Manage reconcile stop orders against the request and approvals of accommodation. Manage and liaise with user departments in matters relating to accommodation contracts. Manage and reconcile rental collection. Develop rental collection policy and processes. Develop rental collection plan and strategies. Manage and facilitate the rental collection and schedules. Facilitate and liaise with stakeholder on issues regarding rental matters. Manage and facilitate matter pertaining to refunds and arrears on rental recovery. Manage rental collection and reconcile the rental collection. Reconcile the rental collection of the province. Manage and facilitate write – offs of irrecoverable rental collection. Identify, analyse and advice the districts on rental collection pattern. Reconcile and facilitate legal action against defaulters. Manage and Acquire progress report on recovery from legal services. Liaise with departments on issues of across – the – board implementation of stop orders. Manage resource (Human, Financial and Equipment). Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates.
- ENQUIRIES** : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel: (015) 284 7570/7586/7663/7607/7627/7578
- POST 38/207** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: S.4/3/8/41**
Component: Property and Facilities Management
- SALARY** : R811 560 per annum (Level 11), (to be structured according to individual needs)

**CENTRE
REQUIREMENTS**

: Capricorn District
: An undergraduate qualification NQF level 06 as recognized by SAQA in Human Resource Management/Development/Public Administration/Management will be an added advantage. 03-05 years' relevant experience of which 03 years must be at junior management level. A Valid driver's license with the exception of applicants with disabilities. Core And Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills And Knowledge: Knowledge of relevant public service acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Communication skills, Ms Office package / computer skills.

DUTIES

: Manage human resources services: Develop Human Resource Management policy in line with acts, regulations and directives. Develop and manage resource Management policy, strategies and processes. Manage and populate the District Human Resource plan. Manage oversee the district recruitment, selection and appointment processes. Manage and provide inputs to the recruitment plan. Manage and facilitate transfer and translation of personnel. Manage and facilitate District head count. Manage and approve PERSAL transactions. Manage and coordinate resignations (deaths, retirements and resignations). Manage awarding of long service. Manage and coordinate benefits, state guarantees and housing allowances. Manage employee wellness: Develop wellness policy in line with acts, regulations and directives. Develop and manage employee wellness guidelines, strategies and processes. Develop employee assistance programmes and plans in the district. Manage and conduct district wellness day. Facilitate HIV/AIDS awareness and campaigns. Manage and monitor occupational health and safety. Manage auxiliary services in the district: Manage District's Government owned and subsidized motor transport: Developing and monitoring implementation of fleet management policies, strategies, processes and procedures. Manage district fleet. Facilitate district needs analysis in terms of fleet management. Monitor and implement disposal of fleet as per policy documents. Liaise and report on redundant fleet with Head Office. Provide budget projections for fleet. Monitor licensing, servicing and repairing of district fleet. Manage Telecommunication systems of the District by: Developing and monitoring implementation of telecommunication policies, strategies, processes and procedures. Manage district telecommunications. Manage provisioning and distribution of labour serving devices and disposal of waste papers by: Developing and monitoring implementation of labour saving policies, strategies, processes and procedures. Manage labour saving devices. Provide budget for labour serving devices. Manage provisioning and distribution of office and domestic services by: Managing and providing budget for office and domestic furniture. Manage and identify redundant furniture. Manage and procure furniture, protective clothing, cleaning materials and toiletries. Manage and monitor security services. Manage records: Develop and monitor implementation of records management policies, strategies, processes and procedures. Manage and advocate the implementation of records file plan. Manage security of records, Manage and identify vital records and retention periods. Facilitate and oversee the development of business/operational plans to give strategic guidelines: Develop the operational plan to identify what is needed and/or has to be done. Align individual performance to the strategic objectives of the directorate. Oversee the development and implementation of policies, directives and regulations. Develop, monitor and implement work procedures and processes. Undertake audits on performance and compliance to departmental policies and recommend improvement measures. Monitor implementation of policies and recommend improvement measures. Monitor that the departmental activities are aligned to the regulations and directives. Disseminate information on new developments, monitor and evaluate such developments. Attend to audit queries and monitor compliance to audit corrective measures. Manage and utilise resources (human, financial & physical) in accordance with relevant directives and legislation: Plan and organise resources for future requirements (human, finance, equipment's etc.). Prepare the budget in line with strategic plans, operational plans and department's objectives. Implement the budget by monitoring, projecting & reporting expenditure. Maximize spending in line with

strategic objectives. Monitor performance and task completions. Set targets. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Provide staff capacity and development. Enhance and maintain employee motivation and cultivate a culture of performance management. Management of discipline. Provide job descriptions to subordinates. Manage division leave matters.

- ENQUIRIES** : Ms K Kganakga Tel No: (015) 287 5600
- POST 38/208** : **DEPUTY DIRECTOR: REVENUE AND SYSTEMS CONTROL REF NO: S.4/3/09/53**
Component: Management Accounting
- SALARY** : R811 560 per annum (Level 11), (to be structured according to individual needs)
- CENTRE** : Head Office- Polokwane
- REQUIREMENTS** : An undergraduate qualification NQF Level 6 as recognised by SAQA in Financial Management will be an added advantage. 03-05 years' experience in Financial Administration and Accounting services at junior management/Assistant Director level. Valid driver's license, with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Treasury Regulations, Directives and Notes. Knowledge on financial systems BAS, PERSAL and PFMA. Treasury Regulations. DORA, Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising.
- DUTIES** : Manage collection and recording of revenue: Manage and record cashier, banking service and electronic payments by: Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of money is done in accordance with the prescribed processes Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the safeguarding of source documents and face value forms. Monitoring and reporting on revenue by: Oversee and monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Provide revenue Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Oversee the compilation of interim and annual reports on conditional grants. Ensure the safeguarding of all source documents. Manage financial systems: Oversee the capturing of objectives and responsibility in the BAS system. Oversee and extract reports to confirm completeness and accuracy of the code structure. Provide the BAS Structure to budget management, PERSAL and FINEST. Monitor and update the linked codes in the PERSAL system. Provide user financial system user accounts. Manage system training and registration: Provide the training needs and budget. Liaise with provincial treasury for system training. Facilitate with programmes upon receipt of training schedule from Provincial Treasury. Manage user accounts. Compile, maintain and implement departmental charts for accounts. Monitors and facilitate the clearing of interface exceptions, control and suspense accounts. Monitor system, technical, functional and other support to users, investigating issues experienced and consult with relevant treasury where required. Manage the system controller's activities. Manage the departmental financial system. Supervise employees to ensure an effective financial accounting service. This would, inter alia, entail the following: General supervision of

employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/209 : **DEPUTY DIRECTOR: PAYROLL, ACCOUNTS AND THIRD PARTY PAYMENTS REF NO: S.4/3/9/54**
Component: Financial Accounting and Administration

SALARY : R811 560 per annum (Level 11), (to be structured according to individual needs)

CENTRE : Head Office- Polokwane

REQUIREMENTS : An undergraduate qualification NQF Level 7 as recognised by SAQA in Financial Management/Accounting Management will be an added advantage. 03-05 years' experience in payroll, accounts at junior managerial level Assistant Director. Valid driver's license, with the exception of applicants with disabilities. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Treasury Regulations, Directives and Notes. Knowledge on financial systems BAS, PERSAL and PFMA. Treasury Regulations. DORA. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. Planning and organising.

DUTIES : Manage payroll services: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor the implementation of treasury regulations and directives. Align the departmental policies in line with treasury regulation. Verify and authorise payments. Liaise with treasury on payroll related matters. Monitor payroll register. Advice and update the department of payroll related matters (e.g. salary adjustments etc.). Manage the provision of IRP's or tax related documents. Manage accounts: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Align the departmental policies in line with treasury regulation. Verify and authorise creditor's payments and accounts. Monitor the implementation of treasury regulations and directives. Verify and approve claims against or for the state. Reconcile financial statements in terms of accounts. Manage third party payments: Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes. Monitor the implementation of treasury regulations and directives. Align the departmental policies in line with treasury regulation. Monitor third party payments. Advice on garnishees. Liaise with court and money lenders on behalf of the employee. Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

<u>POST 38/210</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: S.4/3/9/56</u> Component: Finance
<u>SALARY</u>	:	R811 560 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE</u>	:	Waterberg District
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF Level 7 as recognised by SAQA in Financial Accounting, Financial Management, Supply Chain Management, Assets and Logistics Management will be an added advantage. 03-05 years' experience in finance environment with a minimum of three (3) years at junior Assistant Director Management level. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation Treasury Regulations. Knowledge and understanding of the following: - Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity, Planning and organising. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Manage Budget: Facilitate the financial planning and budgeting for the district. Provide the district financial reporting. Monitor cash flow and submit cash flow reports and plans as required. Monitor compliance with financial prescripts. Provide advice and guidance to role players on the use of forecasting methods and tools. Facilitate the roll-overs and virement process. Provide the district financial reporting. Provide acquisition services: Compile procurement plan and facilitate the approval. Manage the execution of the procurement plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees. Oversee the bidding process by – Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents. Manage the compilation of the list of prospective providers. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Provide logistics and assets management services. Design and develop inventory and assets management policies processes and procedures. Manage inventory and movable asset management services. Manage district stores. Manage district stock –taking services. Inform guide and advice departmental employees on logistics and disposal management matters to promote correct implementation and sound logistics and disposal management practices. Manage Revenue collection: Monitor the implementation of policy and legislative framework to ensure that cognizance is taken of new developments. Maintain policies and processes. Monitor revenue collected and expenditure incurred and submit reports and plans as required. Undertake revenue services by ensuring that cashier, banking, and debt management, monitoring and reporting services are rendered. Provide advice and guidance to role players on revenue and expenditure procedures. Manage salaries, accounts and expenditure: Authorize all salaries transaction of the district. Monitor the distribution of payroll and payslip and facilitate submission to Head Office. Undertake expenditure management and accounting work as required to provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage resource (Human, Financial and Equipment): Manage the component's budget against its strategic objectives. Coordinate budget monitoring, projecting & reporting expenditure. Ensure that spending is maximized in line with strategic objective. Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

<u>ENQUIRIES</u>	:	Ms MD Mokonyane & Ms PE Hlaole Tel No: (014) 718 3000/ 3052
<u>POST 38/211</u>	:	<u>ADMINISTRATIVE SUPPORT AND COORDINATION- ADMINISTRATION SERVICES (PERMANENT) REF NO: S.4/3/5/12</u> Component: Office of the Executive Authority
<u>SALARY</u>	:	R811 560 per annum (Level 11), (to be structured according to individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office – Polokwane An undergraduate NQF level 6 as recognized by SAQA. A qualification in Public Administration and Management will be added advantage. 03-05 years 'experience at junior management/Assistant Director level. The position is permanent. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Proven management competencies. Working knowledge of the political and parliamentary processes in South Africa. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Manage the administrative and coordination of activities within the Office of the executive authority. This would, inter alia, entail the Following: Develop, implement and maintain systems, registers and Databases to monitor and manage the flow of documents to, from and within the office of the executive authority. Compile correspondence, submissions and cabinet memoranda. As required. Study, edit and comment on submissions to be submitted to. The executive authority for consideration. Manage the procurement and maintenance of equipment and administer the budget in the office of the executive authority. Manage logistical support in the office of the executive. Authority- Develop, implement and maintain a filing system for the office of the executive authority. Manage the registry of the office of the executive authority. Ensure that documents are classified in accordance with the MIS prescripts and are handled in accordance with their Classification. Liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority. This would, inter alia, entail the following: Brief the Chief of Staff on matters with regard to the executive authority's portfolio on the agenda of Cabinet/ executive. Council. Liaise with senior managers in the institutions within the Executive authority portfolio. Coordinate the activities of the executive authority's office. Render a Cabinet / executive council support service to the executive authority. This would, inter alia, entail the following: Manage the distribution of memoranda to Cabinet / executive. Council members. Manage the distribution of documents and submissions to the relevant legislature and standing / portfolio committees. Keep record of decisions of Cabinet / executive council and alert. The Chief of Staff and executive authority of actions to be. Taken and due dates. Supervise employees. This would, inter alia, entail the following: codes in the. General supervision of the employees in the office of the. Executive authority. Quality control of the work delivered by supervisees. Advise supervisees with regard to all aspects of the work. Serve as the formal disciplinary authority with regard to supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr. MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578
<u>POST 38/212</u>	:	<u>CONSTRUCTION PROJECT MANAGER REF NO: S.4/3/10/82</u> Component: Roads and Bridges Maintenance
<u>SALARY</u>	:	Grade A: R795 147 per annum, (OSD), (to be structured according to Individual needs)
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Polokwane An undergraduate qualification NQF Level 06 as recognized by SAQA in Built Environment with a minimum of 03 years' experience in Built Environment.

Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Project accounting and financial management: Report project progress to Chief Construction Project Manager. Manage project budget and resources. Office administration: Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client departments, and management. Maintain the record management system and the architectural library. Utilise allocated resources effectively. Research and development: Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/ councils on project management.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/213 : **CIVIL / STRUCTURAL ENGINEER REF NO: S.4/3/1/72 (X4 POSTS)**
 Re- advertisement – previous applicants are encouraged to re-apply
 Component: Health Infrastructure Delivery X1; Education Infrastructure Delivery X1; Other Provincial Departments Infrastructure Delivery X1 & Portfolio Technical Services X1

SALARY : Grade A: R795 147 per annum, (OSD), (to be structured according to Individual needs)

CENTRE REQUIREMENTS : Head Office: Polokwane
 An undergraduate qualification NQF Level 06 as recognized by SAQA in Built Environment with a minimum of 03 years' experience in Built Environment. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Programme and project management. Project management skills, principles and methodologies. Project and professional judgement. Computer-aided engineering and project applications. Project design and analysis knowledge. Project operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Legal and operational compliance. Research and development. Creating high performance culture Technical consulting. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Conflict management. Negotiation skills. Change management. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service

<u>DUTIES</u>	:	<p>Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.</p> <p>Project Design and analysis effectiveness: Perform final review and approvals or audits on project designs efforts and integration across disciplines to ensure seamless integration with current technology. Maintain project operational effectiveness: Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or re-direct project services for the attainment of organisational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the project environment /services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of project related matters to minimize possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondment within and across operations, in support of individual developments 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. People Management: Direct the development motivation and utilization of human resources for discipline to ensure competent knowledge base for the continued success of project 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.</p>
<u>ENQUIRIES</u>	:	<p>Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms Mathebula WT Tel No: (015) 284 7570/7586/7663/7607/7627/7578</p>
<u>POST 38/214</u>	:	<p><u>MECHANICAL ENGINEER (X4 POSTS)</u> Re- advertisement – previous applicants are encouraged to re-apply. Component: Health Infrastructure Delivery X1, Education Infrastructure Delivery X1, Provincial Departments Infrastructure Delivery X1 and Portfolio Technical Services X1</p>
<u>SALARY</u>	:	<p>Grade A: R795 147 per annum, (OSD), (to be structured according to Individual needs)</p>
<u>CENTRE</u>	:	<p>Head Office – Polokwane: Health Ref No: S.4/3/1/78 Education Ref No: S.4/3/1/79 Provincial Ref No: S4/3/1/80 Technical Portfolio Ref No: S.4/3/1/81</p>
<u>REQUIREMENTS</u>	:	<p>An undergraduate NQF Level 07 as recognized by SAQA in Civil Engineering. Three years post qualification mechanical engineering experience required. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Negotiation skills. Change management. Innovation. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management;</p>

<u>DUTIES</u>	:	Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Design new systems to solve practical mechanical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (mechanical). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve mechanical engineering works according to prescribed norms and standards. 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. Supervise the mechanical engineering work and processes. Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise; and liaise with relevant bodies/councils on mechanical engineering-related matters.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578
<u>POST 38/215</u>	:	<u>ELECTRICAL ENGINEER (X4 POSTS)</u> Component: Health Infrastructure Delivery and Portfolio Technical Services Re- advert
<u>SALARY</u>	:	Grade A: R795 147 per annum, (OSD), (to be structured according to Individual needs)
<u>CENTRE</u>	:	Head Office: Polokwane: Health Infrastructure Ref No: S.4/3/1/82 Portfolio Technical Services Ref No: S.4/3/1/83
<u>REQUIREMENTS</u>	:	An undergraduate NQF Level 07 as recognized by SAQA in Electrical Engineering. Three years post qualification in Electrical engineering experience required. Compulsory registration with the ECSA as a Professional Engineer. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Programme and project management. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Computer-aided engineering applications. Technical report writing. Creating high performance culture. Professional judgment. Networking. Strategic capability and leadership. Problem solving and analysis. Decision Making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organizing. Negotiation skills. Change management. Innovation. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Design new systems to solve practical Electrical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain mechanical engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to in new technology. Develop tender specifications (mechanical). Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and practice. Approve mechanical engineering works according to prescribed norms and standards. 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. Supervise the mechanical engineering work and processes. Administer performance management and development.

Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on mechanical engineering technology to improve expertise; and liaise with relevant bodies/councils on mechanical engineering-related matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/216 : **GEOTECHNICAL ENGINEERING TECHNOLOGIST REF NO: S.4/3/10/65**
Component: Roads and Bridges Maintenance

SALARY : Grade A: R795 147 per annum, (OSD), (to be structured according to Individual needs)

CENTRE REQUIREMENTS : Head Office: Polokwane
An undergraduate NQF level 07 as recognized by SAQA in Civil Engineering (Geotechnical or Materials). Three years post qualification Civil Engineering Technologist experience required. Compulsory registration with ECSA as Civil Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Project management. Technical design and analysis knowledge Research and development. Computer-aided engineering applications Knowledge of legal compliance. Technical report writing. Networking Professional judgment. Problem solving and analysis. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. People management. Professionalism. Accuracy. Flexibility. Objectivity Independent. Co-operative. Team player. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities Promote safety standards in line with statutory and regulatory requirements; - 126 – Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies. Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7353 / 7570/7586/7663/7606/7607/7627/7578.

POST 38/217 : **ARCHITECT REF NO: S.4/3/1/05 (X3 POSTS)**
Re- advert
Component: Health Infrastructure Delivery (X1 Post); Education Infrastructure Delivery (X1 Post) and Provincial Departments Infrastructure Delivery (X1 Post)

SALARY : Grade A: R687 879 per annum, (OSD), (to be structured according to Individual needs)

CENTRE REQUIREMENTS : Head Office: Polokwane
An undergraduate NQF level 07 as recognized by SAQA in Architecture. 03 years post qualification in architectural experience required. Compulsory registration with SACAP. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Programme and Project Management.

<u>DUTIES</u>	:	Architectural design and analysis knowledge. Computer-aided engineering applications. Research and Development. Knowledge of Legal Compliance. Technical report writing. Creating high performance culture. Networking. Professional judgement. Decision making. Team leadership. Analytical Skills. Creativity. Self- management. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Perform architectural activities on state owned or leased buildings, structures or facilities: Co-ordinate professional team on all aspects regarding architecture. Ensure adherence and compliance to legal, safety, and health requirements. Provide architectural advice and technical support in the evaluation of solutions. Ensure the adoption of technical and quality strategies. Develop architectural related policies, methods and practices. Provide solution on non-compliance and failure of designs. Review plans, drawings, specifications and estimates accomplished by building designs and/or sub-designs and/or sub-professional personnel. Ensure adherence to the requirements of professional registration. Human capital development: Mentor, train and develop candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice. Supervise architectural work and processes. Administer performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate input for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures. Research/literature studies on architecture to improve expertise. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7353/7570/7586/7663/7606/7607/7627/7578
<u>POST 38/218</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL RATES AND TAXES REF NO: S.4/3/3/74</u> Component: Operations Management Re-advert
<u>SALARY CENTRE REQUIREMENTS</u>	:	R527 298 per annum (Level 10) Head Office: Polokwane An undergraduate NQF level 6 as recognized by SAQA. An NQF level 6 qualification in Property Law, Real Estate and Property Valuation as recognized by SAQA will be an added advantage. Three (03) years of experience at junior managerial/ Supervisory level in Property, Real estate and Property Valuation. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013. Property valuation. Strategic capability and leadership. Problem solving and analysis. Decision making. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Provide payments of rates and taxes: Implement strategies and plan for payments of rates and taxes. Facilitate the development of budget and financial projections for payments of rates and taxes. Provide property inspection and ensure correct billing in relation to correct land use of

properties. Facilitate submission of monthly and quarterly reports from the district according to set target dates. Analyse the district reports. Provide municipal services reconciliation report. Verify the district report. Liaise with district on identified incorrect information. Analyse the pattern for rates and taxes and identify areas for investigation. Compile municipal services expenditure pattern reports. Assist user departments in verifying the debt owed to municipalities. Coordinate confirmation letters from municipalities on outstanding amounts at the end of each financial year. Assist in the preparation of Annual Financial Statements. Provide payments of municipal levies: Implement municipal levies policy and processes. Implement strategies and plan for payments of municipal levies. Facilitate the development of budget and financial projections for payments of municipal levies. Liaise with districts for submission of invoices. Verify tariffs in terms of the Standard tariffs approved by the council. Monitor the application of MPRA Standard Procedure. Provide tariffs objection processes where necessary and ensure adherence to time frames. Compile monthly levy report. Receive invoices from ESKOM for the districts. Manage valuation services: Implement valuation policy and processes. Implement strategies and plan for property valuations. Receive and acknowledge notification to inspect valuation roll. Liaise with municipalities to check the valuation roll. Conduct research and advice the department. Conduct tariffs objection processes where necessary and ensure adherence to time frames. Monitor compliance in terms of objection period of the valuation roll. Provide application for zoning certificate: Implement processes for application of zoning certificates. Investigate the property in terms of property rights (e.g. height, function, coverage and building lines). Compile report in term of restricted and relaxed rights of the approved zoning certificate. Monitor compliance with town planning scheme. Facilitate the application for relaxation of rights in the zoning certificate. Facilitate the application to change land use. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinate's motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/219 : **ASSISTANT DIRECTOR: RENTAL MANAGEMENT REF NO: S.4/3/5**
Component: Rental Management

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Head Office: Polokwane
: An undergraduate NQF level 6 as recognized by SAQA. An NQF level 6 in Property Law, Real Estate and Property Valuation will be an added advantage. Three (03) years at junior managerial/ Supervisory level in Property Management, Property Law, Real Estate and Property Valuation. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Provide rental accommodation: Implement rental management policy and processes. Implement rental management plan and strategies. Facilitate renewal of rental accommodations. Provide rental accommodation in the province. Manage and reconcile the provincial accommodation register. Conduct audits on rental management. Provide rental contracts: Facilitate the implementation of rental stop orders by user departments. Reconcile stop orders against the request and approvals of accommodation. Liaise with user

departments in matters relating to accommodation contracts. Reconcile rental collection: Implement rental collection policy and processes. Develop rental collection plan and strategies. Facilitate the rental collection and schedules. Facilitate and liaise with stakeholder on issues regarding rental matters. Facilitate matter pertaining to refunds and arrears on rental recovery. Reconcile the rental collection of the province. Facilitate write – offs of irrecoverable rental collection. Identify, analyse and advice the districts on rental collection pattern. Facilitate legal action against defaulters. Acquire progress report on recovery from legal services. Liaise with departments on issues of across – the – board implementation of stop orders. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/220 : **ASSISTANT DIRECTOR: EPWP PLANNING AND SUPPORT REF NO: S.4/3/4/11**
Component: EPWP Planning and Support

SALARY CENTRE REQUIREMENTS : R527 298 per annum (Level 10)
: Head Office: Polokwane
: An undergraduate NQF level 6 as recognized by SAQA in Public Administration/Management will be an added advantage. Three (03) years at junior managerial/ Supervisory level in EPWP environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Facilitate engagements with sector departments and municipalities Coordinate sector meetings. Implement sector plan. Conduct monthly verification of compliance to set targets. Verify registered beneficiaries (social sector). Provide technical know-how in tender documentation. Provide labour intensive and data capturing training. Coordinate and consolidate EPWP Business Plans. Develop business plans for up scaling of EPWP. Develop internal incentive budget by identifying projects, doing project designs, and determining potential job opportunities. Develop and manage business plans that will maximize and upscale job opportunities. Authenticate reports in line with reviewed business plans. Establish functional steering committees and district forum Establish Community Steering Committees (CSC). Facilitate and provide training of CSC members and beneficiaries. Identify needs of the community. Serve as a link between communities and relevant government developmental structures. Provide reports to Provincial Steering Committee on a quarterly basis. Promote EPWP through marketing, branding and project profiling. Implement EPWP marketing strategy as per implementation plan. Identify platforms for marketing. Provide support to sector departments and municipalities. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/221 : **ASSISTANT DIRECTOR: EPWP PLANNING AND SUPPORT REF NO S.4/3/4/11**
Component: EPWP Planning and Support

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Public Administration/Management will be an added advantage. Three (03) years at junior managerial/ Supervisory level in Administration. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Facilitate engagements with sector departments and municipalities Coordinate sector meetings. Implement sector plan. Conduct monthly verification of compliance to set targets. Verify registered beneficiaries (social sector). Provide technical know-how in tender documentation. Provide labour intensive and data capturing training. Coordinate and consolidate EPWP Business Plans. Develop business plans for up scaling of EPWP. Develop internal incentive budget by identifying projects, doing project designs, and determining potential job opportunities. Develop and manage business plans that will maximize and upscale job opportunities. Authenticate reports in line with reviewed business plans. Establish functional steering committees and district forum Establish Community Steering Committees (CSC). Facilitate and provide training of CSC members and beneficiaries. Identify needs of the community. Serve as a link between communities and relevant government developmental structures. Provide reports to Provincial Steering Committee on a quarterly basis. Promote EPWP through marketing, branding and project profiling. Implement EPWP marketing strategy as per implementation plan. Identify platforms for marketing. Provide support to sector departments and municipalities. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: 015 284 7570/7586/7663/7607/7627/7578

POST 38/222 : **ASSISTANT DIRECTOR: INFRASTRUCTURE SUPPORT REF NO: S.4/3/1/86**
Component: Contractor Development

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Built Environment profession/Management will be an added advantage. Three (03) years' experience at Supervisory level within infrastructure support and planning. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and

		Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Implement the departmental and client departments' infrastructure business plans. Facilitate the signing of the Service Level Agreements. Facilitate the submission of infrastructure business plans by the client departments. Implement programme to monitor progress made for all the infrastructure projects. Render inter-sectoral liaison in all provincial integrated infrastructure development unit. Provide programme management services within GIO directorates. Collate, control and monitor projects expenditure to various infrastructure programmes. Monitor the updating of data base for various programmes. Implement policies, standards, norms and systems for infrastructure operations. Provide secretariat support to the infrastructure coordination unit. Provide arrangements of capital works meetings on bi-weekly basis. Produce minutes and reports as per all infrastructure sub-programme to all the provincial clusters and client departments. Produce minutes as per both the technical and political teams for infrastructure programmes. Provide secretariat support to the infrastructure coordination unit. Provide arrangements of capital works meetings on bi-weekly basis. Produce minutes and reports as per all infrastructure sub-programme to all the provincial clusters and client departments. Produce minutes as per both the technical and political teams for infrastructure programmes. Provide resource (Human, Financial and Equipment). Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578
<u>POST 38/223</u>	:	<u>CHIEF ARTISAN: MECHANICAL WORKSHOP REF NO: S.4/3/10/83 (X2 POSTS)</u> Component: Sub-Directorate: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	Grade A: R434 787 per annum, (OSD)
	:	Mopani District: Tzaneen Mechanical Workshop (X1 Post) Giyani Mechanical Workshop (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 as recognized by SAQA. Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills: Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development. Motivation and utilization of human resource for

the discipline to ensure competent knowledge base for the continued success of technical 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. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Mr R Mashele, Ms Mabunda and Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 38/224 : **CHIEF ARTISAN (X2 POSTS)**
Component: Drainage Structures

SALARY : Grade A: R434 787 per annum, (OSD)
CENTRE : Districts:

Waterberg Ref No: S.4/3/10/68 (X1 Post)
Sekhukhune Ref No: S.4/3/10/84 (X1 Post)

REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA. Appropriate Trade Test Certificate. Ten years post qualification experience required as an Artisan/Artisan Foreman. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Project Management. Technical design and analysis. Computer aided technical applications. Legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Creativity. Change Management. Financial Management. Customer focus and responsiveness. Communication. Computer skills. Planning and Organizing. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs to budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Update database. Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the commercial value add of the discipline – related activities and services. People Management: Manage the development. Motivation and utilization of human resource for the discipline to ensure competent knowledge base for the continued success of technical 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. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise. Liaise with relevant bodies/councils on technical/engineering-related matters.

ENQUIRIES : Waterberg District: Ms MD Mokonyane & Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027, Sekhukhune District: Ms RC Makalela & Mr MJ Mathabatha Tel No: (015) 636 8300

POST 38/225 : **ASSISTANT DIRECTOR: ICT SOLUTIONS AND INFORMATION MANAGEMENT REF NO: S.4/3/7/12**
Component: ICT

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office: Polokwane

REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Information Technology. Three (03) years of experience at junior managerial/ Supervisory level in Information Technology environment. Valid driver's license, with the

exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Responsiveness. Computer skills. Planning and organising, Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Provide Business Solutions. Determine system requirements in line with business needs. Determine user requirement specifications. Research on new/existing technology to address the requirements. Proactively interact with business users and monitor implementation of systems and applications (project management). Facilitate system training needs analysis. Implement and communicate systems and applications user training programme plan. Facilitate digital transformation. Render secretariat services for all ICT committees. Assist in the development of all relevant ICT policies, standards and guidelines. Provide the effective application and systems inventory and consolidation. Conduct business analysis. Conduct user requirement specifications. Conduct feasibility studies. Benchmark with other entities. Conduct proof of concepts. Facilitate adoption of FOSS. Manage migration to cloud services. Manage mobility technology adoption. To align information technology strategy with departmental strategic plan and ICT plan. Monitor the implementation of Service Level Agreements and contracts for effective rendering of IT services. Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered. Render system development and deployment. Identify and compile needs for new equipment's. Compile report for equipment's that has to be written off or replaced. Provide electronic ICT assets register. Facilitate disposal of redundant ICT infrastructure. Draft specifications and process motivations for procurement. Ensure that the department gets value for money and that latest business solutions

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/226 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: S.4/3/8/42 (X2 POSTS)**
Component: Sub-Directorate: District Corporate Services

SALARY : R424 104 per annum (Level 09)
CENTRE : Capricorn District (X1 Post)
Waterberg (X1 Post)

REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA. A qualification in Human Resource Management/ Development/ Public Administration will be an added advantage. Three (03) years of experience at junior managerial/ Supervisory level in HR. Valid driver's license, with the exception of applicants with disabilities. PERSAL Certificate / Results should be attached. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Supervise and provide recruitment services: Provide statistics of received application per post. Manage scheduling of district posts. Facilitate district selection services. Facilitate shortlisting and interviews in the district. Manage and facilitate district appointment services. Supervise the administration of conditions of services. Monitor the administration service termination due to death/ resignation, retirement (normal and early retirement). Monitor the

administration employee benefits such as pensions, housing allowances, and medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Monitor district leave auditing. Supervise the administration of post establishment and HR system: Facilitate transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Facilitate district head count. Approval PERSAL transaction. Facilitate and coordinate district human resource development services: Facilitate the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Monitor learner-ships and internships candidates. Monitor the compilation of performance management and development system documentation. Facilitate performance management and development system moderation. Facilitate performance management and development system workshops. Manage performance management and development system rewards/incentives. Coordinate the employment relations services: Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinate's motivation and cultivate a culture of performance management.

ENQUIRIES : For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600
For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 38/227 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: S.4/3/9/62**
Component: Finance

SALARY CENTRE : R424 104 per annum (Level 09)
Capricorn District (X1 Post)
Waterberg (X1 Post)

REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Financial Accounting, Financial Management/ Administration will be an added advantage. Three (03) years at junior managerial/ Supervisory level in a financial environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity Financial management. Customer focus and responsiveness Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Manage payments and accounts. Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts and expenditure. Manage Salaries. Implement salary strategy, policy and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. Manage Revenue: Implement revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BSA system. Collecting all money due to state. Revenue collected and deposited in time. Monitor budget: Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. Manage debt recovery: Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt

file for relevant employer. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : For Capricorn District: Ms K Kganakga Tel No: (015) 287 5600
For Waterberg District: Ms MD Mokonyane and Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 38/228 : **ASSISTANT DIRECTOR: ICT SOLUTIONS & INFORMATION MANAGEMENT REF NO: S.4/3/7/12**
Component: ICT

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Information Technology. Three (03) years of experience at junior managerial/ Supervisory level in Information Technology environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Responsiveness. Computer skills. Planning and organising, Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Provide Business Solutions. Determine system requirements in line with business needs. Determine user requirement specifications. Research on new/existing technology to address the requirements. Proactively interact with business users and monitor implementation of systems and applications (project management). Facilitate system training needs analysis. Implement and communicate systems and applications user training programme plan. Facilitate digital transformation. Render secretariat services for all ICT committees. Assist in the development of all relevant ICT policies, standards and guidelines. Provide the effective application and systems inventory and consolidation. Conduct business analysis. Conduct user requirement specifications. Conduct feasibility studies. Benchmark with other entities. Conduct proof of concepts. Facilitate adoption of FOSS. Manage migration to cloud services. Manage mobility technology adoption. To align information technology strategy with departmental strategic plan and ICT plan. Monitor the implementation of Service Level Agreements and contracts for effective rendering of IT services. Facilitate new or review of the Information Technology Service Level Agreements. Compile monthly performance reports for each Service Level Agreement. Monitor services to be rendered. Render system development and deployment. Identify and compile needs for new equipment's. Compile report for equipment's that has to be written off or replaced. Provide electronic ICT assets register. Facilitate disposal of redundant ICT infrastructure. Draft specifications and process motivations for procurement. Ensure that the department gets value for money and that latest business solutions

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr. MM Mabilo, Ms WT Mathebula Tel No: 015 284 7570/7586/7663/7607/7627/7578

POST 38/229 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO S.4/3/8/42 (X2 POSTS)**
Component: Sub-Directorate: District Corporate Services

SALARY : R424 104 per annum (Level 09)
CENTRE : Capricorn District (X1 Post)
Waterberg (X1 Post)
REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA. A qualification in Human Resource Management/Development/Public Administration will be an added advantage. Three (03) years of experience at junior managerial/ Supervisory level in HR. Valid driver's license, with the exception of applicants

with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Supervise and provide recruitment services: Provide statistics of received application per post. Manage scheduling of district posts. Facilitate district selection services. Facilitate shortlisting and interviews in the district. Manage and facilitate district appointment services. Supervise the administration of conditions of services. Monitor the administration service termination due to death/ resignation, retirement (normal and early retirement). Monitor the administration employee benefits such as pensions, housing allowances, and medical aid scheme recognition of long service awards. Facilitate state guarantees. Monitor attendance and leave registers. Facilitate PILIR. Monitor districts leave auditing. Supervise the administration of post establishment and HR system: Facilitate transfer and translation of personnel. Effect the translation and transfer of personnel upon receipt of approval from the HOD. Facilitate district head count. Approval PERSAL transaction. Facilitate and coordinate district human resource development services: Facilitate the development of district workplace skills plan. Liaise with head office on schedule of courses to be attended. Monitor learner-ships and internships candidates. Monitor the compilation of performance management and development system documentation. Facilitate performance management and development system moderation. Facilitate performance management and development system workshops. Manage performance management and development system rewards/incentives. Coordinate the employment relations services: Liaise with head office on grievances and misconducts. Facilitate district labour forums. Provide secretariat to the labour forums. Manage and utilise resources (human, financial, & physical): Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinate's motivation and cultivate a culture of performance management.

ENQUIRIES : Capricorn District: Ms K Kganakga Tel No: (015) 287 5600
Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027

POST 38/230 : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: S.4/3/9/62**
Component: Finance

SALARY : R424 104 per annum (Level 09)
CENTRE : Mopani District
REQUIREMENTS : An undergraduate NQF level 7 as recognized by SAQA in Financial Accounting, Financial. Management will be an added advantage. Three (03) years at junior managerial/ Supervisory level in a financial environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity Financial management. Customer focus and responsiveness Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Manage payments and accounts. Implement payments and accounts strategy, policy and procedures. Implement and monitor internal controls relating to

payments and accounts. Monitor the payments due to the supplier is paid on time within 30 days. Advice on fruitless, wasteful, and unauthorized expenditure. Verify the reconciled supplier statements against payments. Authorise payment of vouchers. Attend to audit queries in relation to accounts and expenditure. Manage Salaries. Implement salary strategy, policy, and procedures. Authorize all salaries transaction of the district. Provide PERSAL administration in salary enquiries and reports. Monitor submission of taxpayers IRP 3A to SARS. Identify and specify state liabilities on pension fund. Manage and submit signed payroll to Head Office. Manage Revenue: Implement revenue strategy, policy and procedures. Confirm deposit on receipt batches. Provide revenue collection. Confirms deposit in the BSA system. Collecting all money due to state. Revenue collected and deposited in time. Monitor budget: Align the budget according to the needs of line managers. Monitor the spending pattern. Advice on over/under spending of budget. Render budget classification. Manage debt recovery: Analysis district finance in relation to debt management. Identify debts to be recovered. Notify the employee on the intension to recover the debt. Monitor the opening of debt file for relevant employer. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management.

ENQUIRIES : Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 38/231 : **ASSISTANT DIRECTOR: LABOUR RELATIONS SERVICES REF NO: S.4/3/8/43**
Component: Employee Health and Wellness, Special Programmes and Labour Relations

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Head Office – Polokwane
: An undergraduate NQF level 6 as recognized by SAQA in Labour Relations, Labour law/Human Resource Management will be an added advantage. Three (03) years at junior managerial/ Supervisory level in Human Resource and Labour Relations environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Knowledge and understanding of Skills Development and skills levies. Knowledge and understanding of conflict management and resolution. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Handle Misconduct cases as per Disciplinary Code & Procedures. Implement misconduct policy. Investigate on forwarded cases. Compile a findings report to the sectional head. Compile a report to the head of the department for approval. Compile submission for the appointment of panel. Communicate with the panel and convene the hearing. Compile submission to the Head of Department regarding the outcome of the hearing. Communicate the outcome to the employee. Compile submission to HRM for implementation of the outcome if no appeal. Compile submission for Appeal to the MEC if the employee appealed against the outcome of the hearing. Communicate the outcome of appeal to the employee. Submission the outcome to HRM for implementation Compile findings report to the sectional head. Compile a report to the head of the department for approval. Handle Grievances and Disputes Resolution. Develop grievance and dispute resolution policy. Investigate the grievance. Compile a report to Head of Department for approval. Communicate the outcome to the aggrieved employee. If the employee satisfied close the case and implement the outcome. If the employee still not satisfied, forward the grievance to MEC for consideration. Communicate the outcome from the MEC to the employee. If still not satisfied submit the grievance with documentation to the PSC for consideration. If the employee still not satisfied after the recommendations by the PSC and declare a dispute,

the dispute resolution procedure if followed. Write a submission to the head of department to seek the mandate on the dispute Represent the department in both conciliation and arbitration. Ensure the implementation of the arbitration awards or settlement agreement. Provide training and advice on Labour Relations Conduct workshops on labour relations. Write labour opinion to the HOD/MEC on any matter regarding labour relations. Management of Strike. Develop strike management policy. Facilitate the establishment of strike management committee. Collect data on strike. Compile report for implementation of no work no pay. Provide resource (Human, Financial and Equipment). Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578

POST 38/232 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: S.4/3/8/40**
Component: Sub-Directorate: District Corporate Services

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Capricorn District
: An undergraduate NQF level 6 as recognized by SAQA in Records Management, Information Management/ Science /Studies, Archival Studies will be an added advantage. Three (03) years at junior managerial/ Supervisory level 7/8 in Records and Information Management. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Computer literacy. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Supervise the provision of Human Resource records: Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. Supervise the provision of General Records Assist in the development of file plan. Manage security of records. Monitor the classification and reference of records. Manage filling of documents. Supervise the provision of postal and messaging services: Implement postal and messaging strategy and plans. Monitor registering and delivery of documents/ correspondence. Manage courier services. Manage renewals of franking machine and mailbags. Facilitate and coordinate the disposal of records: Identify the disposable records. Facilitate the approval process to dispose identify records. Facilitate the evaluation process of identify records. Transfer the valuable records to Provincial Archive repository. Dispose the outdate records. Manage and utilise resources (human, financial, & physical: Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms K Kganakga Tel No: (015) 287 5600

POST 38/233 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: S.4/3/6/63**
Component: Finance

SALARY CENTRE REQUIREMENTS : R424 104 per annum (Level 09)
: Mopani District
: An undergraduate NQF level 6 as recognized by SAQA in SCM qualification will be an added advantage. Three (03) years at junior managerial/ Supervisory level in SCM. Valid driver's license, with the exception of

applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: Supply Chain Management procedures. Procurement Procedures. PFMA. DORA. PPPFA. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Manage the district demand for goods and services: Manage the development of the procurement plan. Facilitate the approval of procurement plan. Communicate the procurement plan. Monitor that goods and services is rendered according to the procurement plan. Monitor the compilation of budget projection as per the district needs analysis. Monitor the procurement of goods and services in line with the procurement plan. Advice on the performance of procurement in line with the plan. Manage the acquisition of goods and services: Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Issue purchase order. Provide approval of received goods as per the specification. Provide BAC secretariat: Monitor the implementation of guidelines for appointment of bids evaluation committee. Facilitate the appointment of BEC members. Facilitate logistical arrangements for BEC meetings. Provide secretariat function to the BEC. Monitor the implementation of BEC. Provide bids evaluation: Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Provide Suppliers database. Facilitate registration of supplier database. Monitor and liaise with CIDB about professional's/ contractor's information. Monitor the process of verifying supplier and professionals. Manage resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES : Mr R Mashele, Ms KS Mabunda and Ms P Bila Tel No: (015) 811 4000/4070/4075

POST 38/234 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: S.4/3/6/13**
Component: Directorate: Enterprise Wide Risk Management

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Internal Auditing, Risk Management, Security Management will be an added advantage. Three (03) years at lower managerial/ Supervisory level 7/8 in Risk Management or Auditing. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

- DUTIES** : Conduct risk assessment in the Department. Conduct risk assessments to identify emerging risks and report accordingly. Mitigate risk management strategies against the identified risks. Monitor and ensure continuous improvement in internal risk control systems and procedures to improve financial and other risk issues. Liaise with other units with regard to identified high risk areas. Administer the risk departmental risk register. Provide business continuity services: Identify potential Business Interruptions, develop safeguards against these interruptions, and implement recovery procedures in the event of a business interruption. Promote and ensure the secure use of information assets by protecting the confidentiality, integrity, and availability across the department. Conduct business impact analyses and consolidate results thereof Develop the business continuity plans for all programmes within the department. Provide risk management awareness campaigns: Develop awareness campaign plan. Monitor and implement awareness campaign programs. Present and conduct training sessions or workshops throughout the institution. Monitor attendance of all targeted groups. Develop evaluation tool. Evaluate the effectiveness of the programs. Analyse the impact of the programs and gets inputs from stakeholders. Review the programs. Establish and maintain good relationship with relevant Risk Planning and Management stakeholders: Establish the departmental risk planning and management structures. Render secretariat services to Departmental Risk Management Committee. Attend meetings, workshops, seminars, conferences with various structures (Nationally and provincially) in relation to risk management matters. Develop relationships across diverse groups of stakeholders. Liaise regularly with other governments departments and private sector entities for advice and assistance in relation to risk management matters. Provide resources (human, financial, & physical: Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
- ENQUIRIES** : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 570/7586/7663/7607/7627/7578
- POST 38/235** : **ASSISTANT DIRECTOR: INTEGRITY MANAGEMENT REF NO: S.4/3/6/14**
Component: Directorate: Enterprise Wide Risk Management
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 09)
: Head Office: Polokwane
: An undergraduate NQF level 6 as recognized by SAQA in Internal Auditing, Auditing, Risk Management, Security Risk Management will be an added advantage. Three (03) years at lower managerial / Supervisory level in Internal Auditing, Auditing, Risk Management, Security Risk Management. Valid Driver's License, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity, Financial management. Customer focus and responsiveness; Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
- DUTIES** : Conduct fraud and corruption assessment in the Department. Identify emerging risks of fraud and corruption and report accordingly. Mitigate fraud and corruption management strategies against the identified risks. Monitor and ensure continuous improvement in internal risk control systems and procedures to improve financial and other risk issues. Liaise with other units with regard to identified fraud and corruption high risk areas. Administer the departmental fraud and corruption register. Conduct investigation of fraud and corruption in the department. Plan investigation process independently and gather information and evidence by interviewing complainants and witnesses. Evaluate and analyse the contents of the investigation reports, conduct follow ups on recommendations contained in the investigation reports. Compile

evidential reports for presentation at a disciplinary hearing and criminal proceedings. Liaise with other law enforcements agencies and government departments. Ensure proper communication and report progress made with regard to investigations. Conduct and facilitate the Anti-Fraud and Corruption awareness and training. Develop anti-fraud and corruption awareness program. Ensure capacity building and training of employees on anti-fraud and corruption throughout the department. Conduct research, audits and analysis of the awareness. Liaise with Law enforcement agencies, and other institutions to ensure fair, unbiased and uniform interpretation of policies and guidelines. Establish and maintain good working relationship with relevant Anti-Fraud and Corruption stakeholders. Establish the departmental Anti-Fraud and Corruption structure. Attend meetings with various structures (both National and Provincial). Develop relationships across diverse groups of stakeholders. Attend workshops, seminars, conferences, etc to keep up to date with new trends in the vetting fields. Liaise with Law Enforcements Agencies, such as NPA, SIU, SAPS, and other governments departments. Conduct and facilitate Ethics Management matters. Conduct training and education in relation to professional ethics; Perform duties of ethics officer as contained in the Directive on Remunerative Work; Conduct investigation on cases of non-compliance to the Code of Conduct or Code Ethics; Conduct assessment on the applications for remunerative work outside the public service; Analyse the information submitted and make recommendations to Executing Authority or delegated authority for a decision. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7353/7570/7586/7663/7606/7607/7627/7578

POST 38/236 : **ASSISTANT DIRECTOR: DISTRICT AUXILIARY SERVICES (X3 POSTS)**
Component: Sub-Directorate: District Corporate Services

SALARY CENTRE : R424 104 per annum (Level 09)
: Vhembe District Ref No: S.4/3/8/44 (X1 Post)
: Mopani District Ref No: S.4/3/8/45 (X1 Post)
: Sekhukhune District Ref No: S.4/3/8/46 (X1 Post)

REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Logistics, Transport Management, Public Administration will be an added advantage. Three (03) years at lower managerial / Supervisory level 7/8. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Supervise the provision of District's Government owned and subsidised motor transport. Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licences. Monitor the provision of government vehicle. Facilitate the maintenance and repair of government vehicle. Manage accidents. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Supervise the provision of Telecommunication systems of the district. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor

compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Supervise the provisioning and distribution of Labour-Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate the ratification and processing of invoices. Monitor compliance to service level agreements and advise Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged wastepaper. Compile report to Head office with regard to units of papers collected and amount paid. Supervise the provisioning and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and monitor security services. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates.

ENQUIRIES : Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
Mopani District: Mr R Mashele, Ms KS Mabunda, Ms P Bila Tel No: (015) 811 4000/4070/4075
Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330

POST 38/237 : **CIVIL ENGINEERING TECHNOLOGIST REF NO: S.4/3/10/64**
Component: Roads and Bridges Maintenance

SALARY : Grade A: R410 388 per annum, (OSD), (to be structured according to Individual needs)

CENTRE : Head Office: Polokwane
REQUIREMENTS : An undergraduate NQF Level 7 in Civil Engineering (Geotechnical or Materials) or relevant qualification as recognized by SAQA. Three years post qualification Civil Engineering Technologist experience required. Compulsory registration with ECSA as Engineering Technologist. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing, People management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Provide technological advisory services: Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; - 126 – Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies; Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research and development: Keep up with new technologies and procedures: Research/literature studies on technical engineering technology to improve expertise. To liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7353/7570/7586/7663/7606/7607/7627/7578

<u>POST 38/238</u>	:	<u>ROAD WORKS SUPERINTENDENT: ROADS INFRASTRUCTURE MAINTENANCE (X3 POSTS)</u> Component: Roads Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	R359 517 per annum (Level 08) Districts: Capricorn Ref No: S.4/3/10/35 (X1 Post) Waterberg Ref No: S.4/3/10/39 (X1 Post) Sekhukhune Ref No: S.4/3/10/37 (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 as recognized by SAQA in Civil Engineering or Construction Management. Six (06) years road work maintenance/Constructions experience required. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of Artisan related activities. Knowledge of relevant Acts and regulations. Knowledge and understanding of policy analysis, development and interpretation. Strategic capability and leadership. Skills: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Manage roads maintenance operations: Develop the works maintenance plan. Implement the road maintenance manual. Provide the roads inspection reports. Manage the road maintenance production. Provide inputs for roads maintenance budget projections. Manage adherence to Occupational Health and Safety by: - Provide adequate camp resources (sanitation resources etc.). Provide protective clothing. Manage the heavy roads construction and maintenance plant: Monitor daily cleaning of construction plant. Lubricating of construction equipment's. Conduct regularly inspections and identify road worthiness of plant. Facilitate the availability of budget for plant resources (diesel and related resources. Analyse the plant production against usage for expenditure monitoring. Provide stakeholder relations: Represent the department in the following forums: - Local Municipal, Transport, and Farmers union, General Public / Tribal Authority. Implement roads maintenance Expanded Public Works Programme: Conduct Expanded Public Works Programme need analysis and make recommendations. Attend site meetings. Manage and conduct inspection of small projects. Prepare payment voucher. Compile reports. Manage and utilise resources (human, financial, & physical) in accordance with relevant directives and legislation. Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinate's motivation and cultivate a culture of performance management. Provide job description to subordinates. Manage leave matters.
<u>ENQUIRIES</u>	:	Capricorn District: Ms K Kganakga Tel No: (015) 287 5600 Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330
<u>POST 38/239</u>	:	<u>ARTISAN FOREMAN (X4 POSTS)</u> Component: Building Infrastructure Maintenance
<u>SALARY CENTRE</u>	:	Grade A: R344 811 per annum Districts: Capricorn Ref No: S.4/3/2/13 (Bricklaying X1 Post, Painting X1 Post) Sekhukhune Ref No: S.4.3.2.15 (Carpentry X1 Post) Waterberg Ref No: S.4/3/2/17 (Electro Mechanical X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 5 as recognized by South African Qualifications Authority (SAQA). Appropriate Trade Test Certificate. 05 (Five) years post qualification as an Artisan. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Technical leadership. Technical analysis. Computer aided technical applications. Legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. MS Office Package /

		Computer skills. Planning and organising. Conflict Management. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment's according to job specification and recognised standards. Quality assurance of produced objects. Maintenance Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Provide Supply Chain Management with specification to obtain quotations and purchase equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of work. Maintain expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.
<u>ENQUIRIES</u>	:	Capricorn District: Ms K Kganakga Tel No: (015) 287 5600 Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330 Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
<u>POST 38/240</u>	:	<u>CHIEF SECURITY OFFICER REF NO: S.4/3/8/49</u> Component: District Coordination and Operations
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) Capricorn District An undergraduate NQF level 6 as recognized by SAQA in Security Management /safety management will be an added advantage. Two (02) years' experience. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation PFMA and Treasury Regulations. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Administer security services. Attend physical security monthly meeting. Provide security report for the cost centre. Compile shift allocation for in – house guards. Monitor the in – house security services. Manage and monitor security rosters and shift changes for contracted guards. Compile payment list for overtime and nightshift allowance in line with the attendance register. Submit invoices for payments of out – sourced security companies. Attend to and deal with security breaches. Monitor and report performance of private security services as per the service level agreement. Provide access control services and monitoring of the premises. Manage vehicle and pedestrian entry control register. Monitor searching of vehicle entering and exiting the premises. Manage the gun control register. Check and verify remove permit authority. Report and investigate incidents Provide and manage the incidents register. Investigate incidences recorded in the occurrence register. Liaise with SAPS to report or follow up on incidences. Compile incidences report. Implement strategies to combat occurrence of incidence. Update the incidence register after the finalisation of cases. Monitor premises. Implement premises patrol strategies. Manage the guard monitoring system.
<u>ENQUIRIES</u>	:	Capricorn District: Ms K Kganakga Tel No: (015) 287 5600

<u>POST 38/241</u>	:	<u>PROPERTY INSPECTOR REF NO: S.4/3/3/56 (X2 POSTS)</u> Component: Cost Centre: Building Maintenance
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07) Waterberg District (X1 Post) Sekhukhune (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 as recognized by SAQA. Trade test in the building environment, or Registration as an Engineering Technician. Valid driver's license with the exception of applicants with disabilities. Skills and Knowledge: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Team Work. Computer. Planning and Organising. Language. Good verbal and written communication. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works programme. Gather and submit information in terms of the extended public works programme.
<u>ENQUIRIES</u>	:	Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330
<u>POST 38/242</u>	:	<u>PROPERTY INSPECTOR REF NO: S.4/3/3/56</u> Re-advert Component: Cost Centre: Building Maintenance
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07) Vhembe District
<u>REQUIREMENTS</u>	:	An undergraduate NQF level 6 as recognized by SAQA. Trade test in the built environment, or registration as an Engineering Technician. Valid driver's license with the exception of applicants with disabilities. Skills and Knowledge: Project Management. Technical analysis. Computer Literacy. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Customer focus and responsiveness. Planning and organising. Job Knowledge. Communications. Interpersonal. Flexibility. Team Work. Computer. Planning and Organising. Language. Good verbal and written communication. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and

legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Render extended public works programme. Gather and submit information in terms of the extended public works programme.

ENQUIRIES : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 38/243 : **ADMINISTRATIVE OFFICER: AUXILIARY SERVICES REF NO: S.4/3/8/50**
Component: District Records Management

SALARY : R294 321 per annum (Level 07)
CENTRE : Vhembe District
REQUIREMENTS : An undergraduate NQF level 6 as recognized by SAQA in Logistics, Transport Management will be an added advantage. Two (02) years' relevant experience in Auxiliary Services Environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation; PFMA and Treasury Regulations. Strategic capability and leadership Problem solving and analysis. Decision making. Team leadership. Creativity; Financial management. Customer focus and responsiveness; communication. Computer skills. People management. Planning and organising. Conflict management. Professionalism. Accuracy. Flexibility. Objectivity. Independent. Co-operative. Team player. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Administer the provision of District's Government owned and subsidised motor transport. Facilitate and provide acquisition of departmental fleet. Monitor the renewal process of licences. Monitor the provision of government vehicle. Facilitate the maintenance and repair of government vehicle. Manage accidents. Facilitate the disposal of government vehicle. Facilitate the administration of subsidised vehicles. Administer the provision of Telecommunication systems of the District. Facilitate installations of landlines and extensions. Liaise with service providers with regard to service maintenance and activation of speed dials and Pin Codes. Evaluate applications for required cell phones for submission to Head office. Receive approval to procure and facilitate the procurement of the cell phone. Monitor compliance to allocated airtime as per Departmental policy. Analyse monthly statements of account and monitor payments of private calls. Administer the provisioning and distribution of Labour Saving device and disposal of waste papers. Liaise with service provider with regard to distribution and maintenance and service of leased and procured office machines – photocopiers and fax machines. Facilitate the ratification and processing of invoices. Monitor compliance to service level agreements and advice Head Office to renew or arrange for new contracts. Facilitate sorting and shredding of waste papers. Liaise with service provider with regard to collection of packaged waste paper. Compile report to Head office with regard to units of papers collected and amount paid. Administer the provisioning and distribution of office and domestic services. Conduct need assessment in respect of required number and type of office and domestic furniture and distribute according to the set norm. Determine and Facilitate maintenance and repair of broken office and domestic furniture. Facilitate the disposal of redundant or

irreparable furniture. Conduct periodic inspection with regard to all furniture taken on stock. Procurement of Uniform and Protective Clothing. Facilitate accommodation need. Manage and monitor security services. Manage and utilise resources (human, financial, & physical). Report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of subordinates. Provide capacity development of subordinates. Enhance and maintain subordinates' motivation and cultivate a culture of performance management. Provide job description to subordinates.

- ENQUIRIES** : Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 38/244** : **ADMIN OFFICERS: LEASE AND MUNICIPAL SERVICES (X4 POSTS)**
Component: Property and Facilities Management
- SALARY CENTRE** : R294 321 per annum (Level 07)
Capricorn Ref No: S.4/3/3/76 (X2 Posts)
Sekhukhune Ref No: S.4/3/3/77 (X2 Posts)
- REQUIREMENTS** : An undergraduate NQF Level 6 as recognised by SAQA. Property Law, Real Estate and Property Valuation will be added advantage. Two (02) years' relevant experience in property management environment. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Facilitation. People management. Planning and organising. Conflict management. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication. Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013.
- DUTIES** : Provide accommodation (residential): Implement accommodation policy, strategy and processes. Implement accommodation plan. Provide accommodation in the district. Facilitate accommodation allocation committee meetings. Receive applications of accommodations. Compile and monitor accommodation status register. Update allocation register. Provide rentals: Implement rental policy, strategy and processes. Provide rental collection in terms of the lease agreement. Advice tenants on the stipulated rental fees. Provide and analyse PERSAL reports on rental. Facilitate stop order payments. Analyse and report on stop order (debit order) payments. Monitor cash payments. Reconcile PERSAL reports against the residential accommodation register. Provide payment of rates, taxes and services. Implement municipal services policy, strategy and processes. Compile rates and taxes reports. Inspect property to ensure correct billing in relation to correct land use of property. Receive invoices on rates, taxes and services. Prepare requisitions for payment of rates, taxes and services. Facilitate submission of requisitions and invoices to finance for payment. Compile municipal services expenditure pattern reports. Liaise with municipalities on rates and taxes. Monitor payments to service providers. Provide refunds and arrears rental recovery. Implement refunds and arrears policy, strategy and processes. Retrieve reports and identify defaulters. Make arrangements with defaulters for rental collection. Analyse arrear rental patterns. Analyse monthly and quarterly reports for arrear rental to be recovered. Investigate and facilitate payment of refunds. Provide resource (Human, Financial and Equipment): Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.
- ENQUIRIES** : Capricorn District: Ms K Kganakga Tel No: (015) 287 5600
Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330

<u>POST 38/245</u>	:	<u>PROVISIONING ADMIN OFFICER (X8 POSTS)</u> Component: Finance
<u>SALARY CENTRE</u>	:	R294 321 per annum (Level 07) Districts: Waterberg Ref No: S.4/3/9/67 (X2 Posts) Sekhukhune Ref No: S.4/3/9/68 (X2 Posts) Capricorn Ref No: S.4/3/9/69 (X1 Post) Mopani Ref No: S.4/3/9/70 (X1 Post) Vhembe Ref No: S.4/3/9/67 (X2 Posts)
<u>REQUIREMENTS</u>	:	An undergraduate NQF Level 6 as recognised by SAQA in Financial Accounting Management, Logistics/ Assets Management. Two (02) years' relevant experience in Logistics/ Assets Management environment. Valid driver's license. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Treasury Regulations. Knowledge and understanding of the following: Assets Management procedures. Procurement Procedures: PFMA. DORA. PPPFA. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Manage stock needs analysis and performance: Conduct stores needs analysis. Compile monthly stores specification report and submit to the district office. Compile the stores budget analysis. Compile register of frequently and non -frequent used items. Manage the stores. Receive goods from the supplier. Approve stores received on the system. Monitor the issuing of stores and the Bin cards. File all documents in a chronological order and compile monthly report. Manage stock taking: Check stock against the tally cards and bin cards. Balance the ledger at the end of the year. Identify redundant, non-serviceable and obsolete equipment for disposal. Compile monthly stock-taking reports. Provide resource (Human, Financial and Equipment). Monitor and report on the utilisation of equipment's. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Manage division leave matters.
<u>ENQUIRIES</u>	:	Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027 Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330 Capricorn District: Ms K Kganakga Tel No: (015) 287 5600 Mopani District: Mr R Mashele, Ms KS Mabunda and Ms P Bila Tel No: (015) 811 4000/4070/4075 Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 38/246</u>	:	<u>STATE ACCOUNTANT: PAYROLL, ACCOUNTS AND THIRD PARTY PAYMENTS REF NO: S.4/3/9/64</u> Component: Financial Accounting Re- advert
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07) District: Head Office: Polokwane An undergraduate NQF Level 6 as recognised by SAQA in Financial Management will be an added advantage. Two (02) years' experience in Financial Administration and Accounting services. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge of Treasury Regulations, Directives and Notes. Knowledge on financial systems BAS, PERSAL and PFMA. Treasury Regulations. DORA. Knowledge and understanding of policy analysis, development and interpretation. Facilitation skills. Problem solving and analysis. Decision making. Team leadership. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Core and Process Competencies: People Management and Empowerment; Programme and

<u>DUTIES</u>	:	Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
	:	Provide accounts services: Implement treasury regulations and directives. Implement departmental policies in executing the activities within the division. Approve transactions on BAS system. Liaise with service providers on relation to payments. Respond to audit queries in relation to accounts services. Prepare financial reports. Monitor the register. Monitor payments of vouchers: Implement of treasury regulations and directives. Implement departmental policies in executing the activities within the division. Track the requester of services. Manage stubs register. Liaise with user directorates and procurement. Prepare expenditure reports, trends and pattern. Respond to audit queries in relation to accounts services. Monitor the outgoing and incoming registers. Manage filling of vouchers. Provide payroll services: Implement treasury regulations and directives. Liaise with treasury on payroll related matters/ Liaise with departmental program on payroll issues. Update payroll register. Advice and implement payroll related matters (e.g. salary adjustments etc.). Respond to audit queries in relation to payroll services. Monitor payments Implement treasury regulations and directives: Render advanced financial advisory service to the department by analysing and interpreting prescripts. Verify and approve payments. Update payment register. Extract financial reports on the approved systems. Prepare, analyse and advice on financial reports. Respond to audit queries in relation to payments .Process claims and third party payments: Render advanced financial advisory service to the department by analysing and interpreting prescripts. Process third party payments. Verify and approve claims. Monitor and verify updating of claims register.
<u>ENQUIRIES</u>	:	Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7607/7627/7578
<u>POST 38/247</u>	:	<u>WORKS INSPECTOR REF NO: S.4/3/2/26 (X2 POSTS)</u> Component: Building Infrastructure Maintenance Re- advert
<u>SALARY CENTRE</u>	:	R220 533 per annum (Level 06)
	:	Districts: Sekhukhune (X1 Post) (Electro-Mechanical) and Vhembe District (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 06 as recognized by SAQA in built environment or N3 and a passed trade test in built environment or registration as an Engineering Technician and a valid driver's license with the exception of applicants with disabilities. Skills and Knowledge: Project Management. Technical analysis. Computer Literacy. Technical report writing. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis. This includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. Analyse and compile relevant documentation for work to be done on minor new and existing structures, through inter alia the following: Development and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors through inter alia the following: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works Programme (EPWP).

- ENQUIRIES** : Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330
Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 38/248** : **ARTISAN PRODUCTION: DRAINAGE STRUCTURES REF NO: S.4/3/10/73 WATERBERG, REF NO: S.4/3/10/86 SEKHUKHUNE, REF NO: S.4/3/10/87 MOPANI AND VHEMBE (X4 POSTS)**
Component: Sub-Directorate: Roads Infrastructure Maintenance
- SALARY CENTRE** : R220 533 per annum, OSD
Districts: Waterberg (X1 Post), Sekhukhune (X1 Post), Mopani (X1 Post); Vhembe (X1 Post)
- REQUIREMENTS** : An undergraduate NQF level 01 as recognized by SAQA. Appropriate Trade Test Certificate (Shuttering/Steel Fixing/Concrete). No experience required/needed. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
- DUTIES** : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.
- ENQUIRIES** : Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330
Mopani District: Mr R Mashele, Ms KS Mabunda and Ms P Bila Tel No: (015) 811 4000/4070/4075
Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
- POST 38/249** : **ARTISAN PRODUCTION (X9 POSTS)**
Component: Sub-Directorate: Roads Infrastructure Maintenance
- SALARY CENTRE** : R220 533 per annum, OSD
Districts:
Vhembe: (Plumbing Ref No S.4/3/10/88 X1 Post), (Bricklaying Ref No: S.4/3/10/ 90 X1 Post), (Carpentry Ref No: S.4/3/10/91 X2 Posts), (Electrical Ref No: S.4/3/10/92 X2 Posts)
Capricorn: (Plumbing Ref No: S.4/3/10/89 X1 Post), (Electrical Ref No: S.4/3/10/93 X2 Posts)
- REQUIREMENTS** : An undergraduate NQF level 03 as recognized by SAQA. Appropriate Trade Test Certificate. No experience required/needed. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Knowledge of relevant Acts and regulations. Road maintenance Manual. Health and safety measures. Technical analysis. Computer aided technical applications. Knowledge of legal compliance. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Decision making. Team work. Analytical skills. Creativity. Self-Management. Customer focus and responsiveness. Communication. Computer skills. Planning and organizing. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
- DUTIES** : Perform services and repairs to roads related plant and equipment. Repairs: Receive job card. Stabilize machine or vehicle. Run the engine until warm.

Turn engine off. Drain oil into container. Re-install the drain plug. Remove filters (oil, fuel & air filter). Examine filter debris. Install new filters. Refill oil and check for leaks and level. Test drive. Service: Check the condition of working area for safety. Determine problem existing. State problem in writing. Visual inspection on machine/ vehicle (for further damage such as leaks boos bolts and cracks). Fix the problem and re-test. Analyse the failure. List all possible causes. Run test and record information. Provide mechanical expertise: Carry out services as per service category and complete standards. Doing visual and pre-checks inspection on plant before and after service/repairs is carried out as well as the compiling of inspection sheet. Making full report of the findings and completing of job cards after competing any repair or service. Perform per-inspection for additional defects before repairs: Dismantling. Lay-out. Check condition of warn out parts. Repair or replace where necessary and assemble. Clean the object/part and test it. Perform administrative and related functions: Provide inputs on the compilation of technical reports. Keep and maintain job record and other registers. Maintain and adhere to agreed development plan.

ENQUIRIES : Capricorn District: Ms K Kganakga Tel No: (015) 287 5600
Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 38/250 : **ACCOUNTING CLERK REF NO: S.4/3/9/36**
Component: Finance Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Capricorn District
: An undergraduate NQF Level 04 as recognised by SAQA. 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 (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Job Knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Accuracy. Aptitude of figures. Technical: Computer operating skills. Planning and Organisation. Language. Good verbal and written communication skills. Basic Numeracy Skills. Ability of perform routine task. Ability to operate office equipment. Core and Process Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Process payments and accounts: Receive order from supply chain. Check for delivering note and invoice. Compile payment voucher for EBT transfer. Capture/ approve payment voucher on LOGIS. Receive EBT stubs. Link stubs and invoices and dispatch copy of stubs to suppliers. File payment vouchers according to system. Capture EPWP stipends on BAS. Provide salary: Check authenticity of documents to be capture on PERSAL system. Capture PERSAL transactions such as allowances, deductions, fringe benefits and IRP deductions. Identify and specify state liabilities on pension fund. Provide revenue. Collection of Government money. Issue receipts manual or on line under correct allocation. Register receipts in cash book. Deposit money. Day-end receipts on BAS. Facilitate debt. Open debt file for relevant employer. Complete BAS Debt take on and attached supporting documents for submission to Head Office for implementation of debt on suspense account. Close Debt files.

ENQUIRIES : Ms K Kganakga Tel No: (015) 287 5600

POST 38/251 : **PROVISIONING ADMIN CLERK REF NO: S4/3/9/65**
Component: Finance Management

SALARY CENTRE REQUIREMENTS : R202 233 per annum (Level 05)
: Capricorn District
: Undergraduate NQF Level 04 as recognised by SAQA. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Job knowledge. Communication. Interpersonal relations. Flexibility. Teamwork. Technical. Core and Process Competencies: Computer Skills. Planning and organization. Language. Good verbal and written

		communication skills. Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.
<u>DUTIES</u>	:	Place order: receive request of goods from the end user. Receive stock from the supplier: Verify stock received against the invoice. Sign off the invoice for received goods. Update and maintain register of suppliers. Capture goods in registers databases. Receive stock into the system. Capture the received stock into the system. Verify and update the register in line with the system stock. Issue goods to end users. Receive request of goods from the end user (LOGIS FORM). Issue the stores on the system. Issue the stores to end user. Receive issuing form back from the end-user. File the issuing form.
<u>ENQUIRIES</u>	:	Ms K Kganakga Tel No: (015) 287 5600
<u>POST 38/252</u>	:	<u>ADMIN CLERK: AUXILIARY SERVICES REF NO: S.4/3/8/51</u> Component: Corporate Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Vhembe District An undergraduate NQF Level 04 as recognised by SAQA. Computer literacy. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Communication skills. Accuracy. Flexibility. Co-operative. Team player. Core and Process Competencies: Basic knowledge of relevant Public Service. Communication skills. Planning and organising. Accuracy. Flexibility. Co-operative. Team player.
<u>DUTIES</u>	:	Render administration clerical support of fleet services. Receive and provide GG allocation to use during and after normal working hours. Record, organise, store, capture and retrieve correspondence and data in relation to fleet management. Update fleet management 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. Render administration clerical support on office services and accommodations. 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 (district offices). 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. Render 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.
<u>ENQUIRIES</u>	:	Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790
<u>POST 38/253</u>	:	<u>ADMIN CLERK: LOGISTICS AND ASSET MANAGEMENT REF NO: S.4/3/9/66</u> Component: Finance Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum (Level 05) Mopani District An undergraduate NQF Level 04 as recognised by SAQA. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Computer skills. Planning and organising. Language. Good verbal and written communication skills. Core and Process Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Job Knowledge. Communication. Interpersonal relations. Flexibility. Team work.

DUTIES : Render asset management clerical support. Bar code new assets. Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Conduct assets verification. Update the inventory list. Order stores: Place orders for goods. Receive and verify goods from suppliers. Capture goods in the system, or item registers. Issue stores. Receive Logis requisition form. Check and verify the form with the requester. Issue goods to end users. Issue goods out of the system. Update and maintain register of suppliers. Render stock-taking services. Count the stock level in the stores. Verify the stock against the issuing reports. Balance the stock level.

ENQUIRIES : Mr R Mashele, Ms KS Mabund and Ms P Bila Tel No: (015) 811 4000/4070/4075.

POST 38/254 : **FOREMAN CLEANER AND GROUNDSMAN (X2 POSTS)**
Component: Facilities Services

SALARY CENTRE : R171 537 per annum (Level 04)
Districts:
Waterberg Ref No: S.4/3/3/57 (X1 Post)
Sekhukhune Ref No: S.4/3/3/58 (X1 Post)

REQUIREMENTS : An undergraduate NQF level 04 as recognized by SAQA. 2-3 Years in cleaning experience at a work place will be added advantage. Valid driver's license, with the exception of applicants with disabilities. Skills and Knowledge: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Supervise cleaners: Perform administrative and related functions. Provide guidance and advice to cleaners. Develop and update the cleaning roster. Provision and monitor of cleaning services. Oversee and monitor cleaning of: Offices. Corridors. General kitchen. Restrooms. Elevators. Boardrooms. Provision and monitor of grounds services: Surroundings. Premises. Manage and ensure the maintenance and replacement of cleaning materials and equipment's: Maintain and replace cleaning machines and equipment's. Make a requisition and issue cleaning materials.

ENQUIRIES : Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330.

POST 38/255 : **SWITCHBOARD OPERATOR REF NO: S.4/3/8/12 (X2 POSTS)**
Component: Auxiliary Services Management

SALARY CENTRE : R171 537 per annum (Level 04)
Districts:
Waterberg (X1 Post)
Sekhukhune (X1 Post)

REQUIREMENTS : An undergraduate NQF Level 04 as recognised by SAQA. Only persons with disability are encouraged to apply for this position. Skills and Knowledge: Machine Operations. Working procedures in respect of working environment. Basic Interpersonal relationship. Basic literacy. Organising. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.

DUTIES : Render switchboard services: Attend to incoming and outgoing telephone calls. Transfer calls to relevant extensions. Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorised. Maintain switchboard system: Identify and report telephone faults to the supervisor. Notify the staff if telephones are out of order. Record maintenance of the switchboard. Bar and activate telephone extensions when authorised.

ENQUIRIES : Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330.

- POST 38/256** : **DRIVER/ MESSENGER REF NO: S.4/3/8/33**
Component: Auxiliary Services Management
- SALARY** : R171 537 per annum (Level 04)
CENTRE : Head Office- Polokwane
REQUIREMENTS : An undergraduate NQF Level 04 as recognised by SAQA. 1-2 years' Experience as a driver with a valid driver's licence. Youth and Females with driver's licence are encouraged to apply. Skills and Knowledge: Procedures to operate the motor vehicle e.g. procedures to obtain trip authorities, complete the logbooks, consumables and basic services. Prescripts for the correct utilisation of the motor vehicle. Procedure to ensure that the vehicle is maintained properly. Confidentiality. Flexible. Good communication. High standard of workmanship. Core and Process Competencies: People Management and Empowerment; Programme and Project Management; Change Management; Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client Orientation and Customer focus; Communication.
- DUTIES** : Core driver functions: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Perform routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled.
- ENQUIRIES** : Ms RE Ledwaba, Ms NP Hanyane, Mr BN Seleka, Mr MJ Moabelo, Mr MM Mabilo, Ms WT Mathebula Tel No: (015) 284 7570/7586/7663/7606/7607/7627/7578.
- POST 38/257** : **DRIVER EXTRA HEAVY DUTY REF NO: S.4/3/10/95 (X2 POSTS)**
Component: Roads Infrastructure Maintenance
Re - advertisement
- SALARY** : R147 036 per annum (Level 03)
CENTRE : Mopani District
REQUIREMENTS : An undergraduate NQF Level 02 as recognised by SAQA. Driver's licence Code EC for the driving of heavy duty vehicles. Youth and Females with driver's licence are encouraged to apply. Generic and Technical Competencies: Driving experience. Communication, Ability to read and write, Good eyesight, Team work, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- DUTIES** : Drive Heavy duty vehicles: Transpiration of work teams and materials/ equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.
- ENQUIRIES** : Mopani District: Mr R Mashele, Ms KS Mabunda and Ms P Bila Tel No: 015 811 4000/4070/4075.
- POST 38/258** : **DRIVER EXTRA HEAVY DUTY REF NO: S.4/3/10/94 (X1 POST)**
Component: Roads Infrastructure Maintenance
- SALARY** : R147 036 per annum (Level 03)
CENTRE : Waterberg District
REQUIREMENTS : An undergraduate NQF Level 02 as recognised by SAQA. Driver's licence Code EC for the driving of heavy duty vehicles. Youth and Females with driver's licence are encouraged to apply. Generic and Technical Competencies: Driving experience. Communication, Ability to read and write, Good eyesight, Team work, Operation of the equipment, Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.
- DUTIES** : Drive Heavy duty vehicles: Transpiration of work teams and materials/ equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/ equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : Waterberg District: Ms MD Mokonyane, Ms PE Hlaole Tel No: 014 718 3000/3040/3052/3027

POST 38/259 : **DRIVER OPERATOR REF NO: S.4/3/10/94 (X5 POSTS)**
Component: Roads Infrastructure Maintenance

SALARY CENTRE : R147 036 per annum (Level 03)
: Districts:
Vhembe (X2 Posts)
Waterberg (X2 Posts)
Sekhukhune (X1 Post)

REQUIREMENTS : An undergraduate NQF level 3 qualification as recognized by SAQA. Driver's licence Code EC and operating certificate. Five (5) years' driving and operating specialized equipment experience will be added advantage. Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Youth and Females with driver's licence are encouraged to apply. Generic and Technical Competencies: Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.

DUTIES : Perform activities in respect of operation through inter alia the following: - Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-graveling/shoulder maintenance. Render driving services. Perform activities in respect of operation through inter alia the following: - Transportation of work teams and materials/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : Waterberg District: Ms Mokonyane MD, Ms PE Hlaole Tel No: (014) 718 3000/3040/3052/3027
Sekhukhune District: Ms RC Makalela, Mr MJ Mathabatha Tel No: (015) 633 8300/8330
Vhembe District: Mr MF Mavhungu, Ms NM Mathivha Tel No: (015) 963 3790

POST 38/260 : **DRIVER OPERATOR REF NO: S.4/3/10/94 (X2 POSTS)**
Component: Roads Infrastructure Maintenance
Re-advertisement

SALARY CENTRE : R147 036 per annum (Level 03)
: Sekhukhune District

REQUIREMENTS : An undergraduate NQF level 3 qualification as recognized by SAQA. Driver's licence Code EC and operating certificate. Five (5) years' driving and operating specialized equipment experience will be added advantage. Knowledge of relevant Acts and regulations. Operating roads machinery. Health and safety measures. Working procedures in respect of roads environment. Youth and Females with driver's licence are encouraged to apply. Generic And Technical Competencies: Decision making. Creativity. Communication. Planning and organising. Flexibility. Co-operative. Team player.

DUTIES : Perform activities in respect of operation through inter alia the following: Operating specialized equipment. Load and offload goods/equipment. Inspection and maintenance of equipment and report defects. Keep log sheets of vehicles and machineries. Application of safety and precautionary measures. Cleaning and lubrication of machinery equipment. Grading of gravel roads and re-gravelling/shoulder maintenance. Render driving services Perform activities in respect of operation through inter alia the following: Transportation of work teams and materials/equipment. Detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water). Inspection of the vehicles/equipment and report defects. Complete vehicle logbook, trip authorization for the vehicle.

ENQUIRIES : Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 633 8300/8330

POST 38/261 : **TRADESMAN AID: BUILDING MAINTENANCE REF NO: S.4/3/2/24**
Component: Building Maintenance

SALARY : R147 036 per annum (Level 03)
CENTRE : Waterberg District
REQUIREMENTS : An undergraduate NQF level 03 as recognised by SAQA. Youth and Females with driver's licence are encouraged to apply. Skills and Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Maintenance of office buildings: Conduct regular building inspections. Attend to minor electrical, plumbing, plastering and carpentry problems. Maintenance of office equipment's and furniture: Repair broken furniture and equipment's: Report defects. Safe keeping of machinery and equipment's: Clean equipment's and machinery after use. Report faults.

ENQUIRIES : Ms Mokonyane MD, Ms Hlaole PE Tel No: (014) 718 3000/3040/3052/3027

POST 38/262 : **GENERAL WORKER (STORES ASSISTANT) REF NO: S.4/3/3/86 (X2 POSTS)**
Component: Logistics and Asset Management

SALARY : R125 373 per annum (Level 03)
CENTRE : Districts: Capricorn and Sekhukhune
REQUIREMENTS : An undergraduate NQF Level 02 as recognized by SAQA. Youth and Females with driver's licence are encouraged to apply. Skills and Knowledge: Cleaning equipment. Safety. Health and safety measures. Working procedures in respect of working environment. Basic Numeracy. Basic Interpersonal relationship. Basic literacy. Organising.

DUTIES : Provide general assistant work: Off load equipment's and goods to the stores during delivery. Load equipment's or goods upon request. Deliver stores to relevant offices. Clean stores and government vehicles: Clean government vehicles. Clean relevant workstation.

ENQUIRIES : Capricorn District: Ms Kganakga K Tel No: (015) 287 5600. Sekhukhune District: Ms Makalela RC, Mr Mathabatha MJ Tel No: (015) 633 8300/8330

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions, as set out below:

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag X11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Ikhamanga Building of the Riverside Government Complex.
- FOR ATTENTION** : Mr G Mathebula, HR Provisioning
- CLOSING DATE** : 16 November 2023
- NOTE** : Applications should be submitted on the latest Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV only. Only shortlisted candidates for a post will be required to submit certified copies of qualifications, identity document and driver's license on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they complete part A, B and C as well as the declaration and sign form Z83, even if they are attaching a CV. and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful.

MANAGEMENT ENCHELON

- POST 38/263** : **DIRECTOR: HR PROVISIONING REF NO: V5/254**
- SALARY** : R1 162 200 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
- : An appropriate SAQA recognised Bachelors Degree or Advanced Diploma or equivalent qualification (NQF level 7) relevant to the specific field plus a minimum of 5 years' experience at a middle/senior managerial level. Competencies: Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertaining to HR Provisioning. In depth knowledge of and experience in procedures for dealing with the job evaluation system, HR Provisioning and HR Planning. Credible experience in the management of the maintenance and administration of the entire Departmental HR Establishment. Credible experience in the Management of the PERSAL system. Credible knowledge

and experience related to the costing and preparation of inputs for Compensation budgeting processes. Ability to develop logical frameworks and other planning models. Ability to maintain the required level of information confidentiality and security. Advanced planning, organising and project management skills. Ability to develop and adhere to work schedules. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Excellent report writing skills. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

DUTIES

: Manage the HR Provisioning Unit. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning. Manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service. Manage the monitoring and maintenance of the departmental establishment as well as the PERSAL Personnel subsystem. Manage and control the provisioning of human resources in line with HR- and Affirmative Action plans. Manage the recruitment and employment of educators and officials in offices in accordance with policy and delegations. Provide costing and inputs for Compensation budgeting processes. Give direction to, co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy). Manage the development and implementation of appropriate policy, systems, management- and administrative structures for the provision and maintenance of a HR provisioning service. Identify the needs for improved HR provisioning services and formulate programmes and projects for the implementation thereof. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Maintain discipline of staff members. Promote a culture of efficiency and quality. Execute HR Performance Management. Manage the risk register for the Directorate.

ENQUIRIES

: Mr JS Ndala Tel No: (013) 766 5508

POST 38/264

: **DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT REF NO: V5/255**

SALARY

: R1 162 200 per annum, An all-inclusive remuneration package. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.

CENTRE REQUIREMENTS

: Head Office, Mbombela
 : Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. Five (5) years' experience as a middle manager. Computer literate. Good verbal and written communication skills. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise. Please note: With effect from 1 April 2020, an individual may only qualify for appointment at SMS

level provided that said official has successfully completed a Public Service Senior Management Leadership Programme and that he/she can produce the required Pre-entry Certificate as issued by the National School of Governance (NSG) on her/his own cost. For further information related to the on-line course, interested officials are advised to contact nyukela@thensg.gov.za.

- DUTIES** : Develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage people. Manage finances including the preparation of financial and performance reports for infrastructure delivery. Contribute to the strategic direction of the Department. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.
- ENQUIRIES** : Mr KM Mathebula Tel No: (013) 766 5645

OTHER POSTS

- POST 38/265** : **DEPUTY DIRECTOR: BUDGET REF NO: V5/256**
- SALARY** : R811 560 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: An undergraduate qualification (NQF 7/6) as recognised by SAQA in Accounting/Cost and Management Accounting/Commerce/Financial Management or equivalent qualifications related to the field. Minimum of 3 years' relevant experience. Extensive knowledge of the PFMA, the MTEF budgeting system, the Division of Revenue Act and the BAS System. Planning and organising skills. Good presentation and report writing skills. Well developed skills in financial management and in analysing and understanding budget matters. Ability to work under pressure. Proven managerial skills and the ability to liaise at a high level. Well developed computer-, verbal and written communication skills. The ability to develop systems and processes as well as policies and procedures. Client-orientation/customer focus. Analytical, problem solving and decision making skills. Valid driver's license.
- DUTIES** : Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable management of the departmental budget, including the coordination of budgetary inputs, compilation and capturing of the budget on BAS and financial reports. Liaise with Treasury. Interact with other financial and project managers on budget issues. Manage the collection of revenue. Execute HR performance management.
- ENQUIRIES** : Ms TF Ntuli Tel No: (013) 766 5438
- POST 38/266** : **ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: V5/257**
- SALARY** : R687 879 per annum, an all-inclusive remuneration package. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.
- CENTRE REQUIREMENTS** : Head Office, Mbombela
: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the

preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

ENQUIRIES : Mr KM Mathebula Tel No: (013) 766 5645

POST 38/267 : **EXAM SECURITY AND RISK MANAGER: EXAM SECURITY AND RISK MANAGEMENT REF NO: V5/259**

SALARY : R424 104 per annum
CENTRE : Head Office, Mbombela
REQUIREMENTS : National Diploma (NQF6) as recognised by SAQA in Security-/Public Management or equivalent qualification related to the field. Minimum of 3 years' relevant experience. Good interpersonal skills in dealing with enquiries. Planning and organising skills. Ability to meet deadlines. Ability to maintain total confidentiality and work under pressure. Computer literacy. Valid driver's license. In depth knowledge of examination related matters will be a strong recommendation. Appointment will be subject to the completion of a vetting / screening process.

DUTIES : Develop and implement an exams risk management plan. Determine security arrangements in the marking centres as well as in the transport of question papers and scripts. Liaise with departmental Security Manager, Department of Safety and Security, the Systems Controller/Administrator and the irregularities component to ensure safety of question papers to avoid crises situations. Assist in disciplinary hearings on exams irregularities and advise on safety measures to be implemented. Assist in the screening and vetting of employees before/during employment. Ensure safety of documentation, files, equipment and materials. Assess and advise on the effectiveness of security systems, procedures and measures in place.

ENQUIRIES : Mr KMA Maremane Tel No (013) 766 5589

POST 38/268 : **WORKS INSPECTOR: WORKS INSPECTIONS REF NO: V5/260**

SALARY : R241 485 per annum
CENTRE : Bohlabela District Office, Bushbuckridge
REQUIREMENTS : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

DUTIES : Implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

ENQUIRIES : Mr TZ Magoane Tel No: (013) 766 7410

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

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

OTHER POSTS

- POST 38/269** : **ASSISTANT MANAGER NURSING (GENERAL AREA)**
Chief Directorate: Metro Health Services
- SALARY** : R627 474 per annum
CENTRE : Klipfontein/Mitchell's Plain Sub-Structure Office
REQUIREMENTS : Minimum educational qualification: Basic R425 qualification (i.e., degree/diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse and Midwife. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: A minimum of 8 years appropriate/recognisable experience in nursing after registration as Professional Nurse in General Nursing. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Inherent requirement of the job: Valid code B/EB driver's license and willingness to travel. Competencies (knowledge/skills): Knowledge of appropriate legislation, regulations and Departmental Policies. Basic knowledge and experience in office administration, financial and procurement administration. Computer literacy. Experience in the use of clinical equipment and control of budget levels.
- DUTIES** : Overall management of the FBS Programmes in the Sub-structure within the Metro District. Monitoring and Evaluation of FBS programmes: Ensure the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Co-ordinate and communicate programme outcomes to facilitate targets and objectives attainment for the provision of effective and efficient client care within the FBS component. Manage Human Resources and Training. Monitor and ensure proper utilization of financial and allocated resources.
- ENQUIRIES** : Ms S Patel-Abrahams Tel No: (021) 370 5000
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
- NOTE** : No payment of any kind is required when applying for this post. It 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.
- CLOSING DATE** : 10 November 2023
- POST 38/270** : **CHIEF DIAGNOSTIC RADIOGRAPHER: GRADE 1**
- SALARY** : Grade 1: R520 785 per annum
CENTRE : Groote Schuur Hospital, Observatory
REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA). Registration with a Professional Council: Registration with the HPCSA as a (Independent Practitioner) Diagnostic Radiographer. Experience: A minimum of 3 years' appropriate experience as a Diagnostic Radiographer after registration with the HPCSA. Inherent requirement of the job: Must be willing to work shifts when required. Competencies (knowledge/skills): The ability to manage and supervise a subsection of the department with knowledge, experience and skills in general, trauma, emergency, theatre and mobile radiography, Fluoroscopy, Computerised Tomography and PACS will be an advantage. Computer literacy (MS Office package and MS Outlook). Knowledge of radiation protection, quality assurance and equipment safety pertaining to radiography. Appropriate experience in a Radiography supervisory capacity will be an advantage.
- DUTIES** : Responsible for the control, supervision, delegation and co-ordination of activities in a sub-section of the department and the delivery of a professional

service to patients. Participate in the management of the cost centre. Participate in middle management and delegated management tasks, including statistic collation and provide support to the Assistant Director. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Manage radiography and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment and the purchase, use and care of suitable radiation protection equipment.

- ENQUIRIES** : Ms N Behardien-Peters Tel No: (021)-404-4187
- NOTE** : No payment of any kind is required when applying for this post. 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.
- CLOSING DATE** : 10 November 2023
- POST 38/271** : **OPERATIONAL MANAGER NURSING (SPECIALTY: TRAUMA AND EMERGENCY)**
- SALARY** : R627 474 per annum
- CENTRE** : Groote Schuur Hospital, Observatory
- REQUIREMENTS** : Requirement: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A Post-basic nursing qualification with a duration of at least 1 year, accredited with the SANC in 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: A minimum of 9 years' appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience in Trauma and Emergency after obtaining the one-year post-basic qualification as mentioned above. Inherent requirement of the job: Perform after-hour and weekend duties for the department and the hospital. Competencies (knowledge/skills): Principles of Management: Supervisory, leadership, problem solving, conflict resolution and interpersonal/communication skills. Knowledge of Nursing legislation, related legal and ethical nursing practices and framework. Human Resources, Labour relations legislation and Financial Management, including computer literacy (i.e., Ms Word, Excel, PowerPoint, and Outlook). Extensive knowledge in General Nursing and the relevant Nursing Specialty including public sector policies and protocols.
- DUTIES** : Provide innovative leadership in the allocated area to realise the strategic goals and objectives of the Nursing Division. Responsible for the co-ordination and delivery of quality nursing care within the relevant department. Participate in formulation, monitoring and implementation of policies, guidelines, standards, procedures, and regulations pertaining to nursing care within the relevant Department. Provide effective support and management of human, material, and financial resources, as well as Functional Business FBU management principles. Manage staff performance, training and personal development of self and subordinates including management of underperformance and grievances. Collect, provide, and use relevant information for the enhancement of service delivery, including participation in and encouragement of nursing research.
- ENQUIRIES** : Mrs R. Sutcliffe Tel. No: (021) 404 2092
- 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. 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.
- CLOSING DATE** : 10 November 2023
- POST 38/272** : **PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: MOU NURSING)**
Chief Directorate: Metro Health Services
- SALARY** : Grade 1: R431 265 (PN-B1) per annum
Grade 2: R528 696 (PN-B2) per annum

<u>CENTRE REQUIREMENTS</u>	:	Bishop Lavis CHC
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse and Midwife. Post-basic/advanced nursing qualification, with duration of at least one (1) year accredited with the SANC in advanced Midwifery and Neonatal Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse and Midwife. Experience: Grade 1: A minimum of 4 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC as Professional Nurse in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the relevant specialty. Inherent requirement of the job: Computer literacy (MS Word and Excel). Competencies knowledge/skills): Good interpersonal and leadership skills. Ability to direct the team to ensure quality holistic health care and to function independently in a multi-disciplinary team. Demonstrate an in-depth knowledge of nursing and public service legislation. Knowledge of Human resource, financial and supply chain policies, and guidelines.
<u>DUTIES</u>	:	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 and Occupational Health and Safety within the department. Deliver a support service to the Operational Manager and ensure effective coordination of the nursing division after hours.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Ngcaba Tel No: (021) 508 4611
	:	Applications are submitted online via www.westerncape.gov.za/health-jobs (click "online applications").
<u>NOTE</u>	:	No payment of any kind is required when applying for this post. 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. 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 without the required post-basic qualifications can only be appointed if no suitable candidates with the required educational qualifications could not be found. "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 with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a post-basic qualification with duration of at least 1 year, accredited with SANC in Advanced Midwifery and Neonatal Nursing Sciences.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/273</u>	:	<u>CLINICAL PROGRAMME CO-ORDINATOR GRADE 1 (COMMUNITY BASED SERVICES) (COMPREHENSIVE HEALTH SERVICES)</u> Chief Directorate: Metro Health Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R497 193 (PN-A5) per annum
	:	Khayelitsha/Eastern Sub-structure Office
	:	Minimum educational qualification: Basic R425 qualification (i.e., diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing (SANC) Council as Professional Nurse. (This dispensation is only applicable for posts of Clinical Programme Co-ordinator where it is an inherent requirement of the post, incumbent to maintain registration with the SANC). Degree or diploma in community health and midwifery. Registration with a professional council: Registration with the SANC as Professional Nurse and midwife with basic Community Nursing Science. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirement of the job: A valid (Code B/EB) driver's licence and willingness to travel. Competencies (knowledge/skills): Knowledge of

Provincial/District HIV/AIDS/STI/TB/treatment and Prevention programme, Chronic diseases of Lifestyle, MWCAN and Mental health Programs, Epidemic Preparedness Response Strategies and Community Based Services. Good interpersonal, leadership and communication skills. Project management skills. Computer literacy (MS Word, Excel, and PowerPoint). Appropriate knowledge and experience in Comprehensive Primary Health Care. Ability to work independently and in a multi-disciplinary team.

DUTIES : Co-ordination and implementation of the Life course approach in the substructure, with respect to Community Based Care, HIV/AIDS/STI/TB, NCDs, Men's health, Maternal and Child health, Mental Health, Palliative care, Epidemic Preparedness Response Strategies. Establishing services linkages and service integration according to the COPC strategy. Support, train and monitor funded NGOs and other stakeholders in collaboration with management and Finance Department to ensure compliance. Provide oversight and support to health facilities i.r.o the implementation and monitoring and evaluation of the programme specific quality assurance policies, protocols, norms, and standards. Involvement in skills development and training to support integrated health services provision. To strengthen and coordinate internal and external interface management with stakeholders, incl. NPOs, external partners to enhance implementation of the COPC principles. Effective implementation of appropriate projects in collaboration with health facilities to improve holistic care within the community the integrated primary health care service in the sub-district.

ENQUIRIES : Ms Delia Engle Tel No: (021) 360 4666

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. 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.

CLOSING DATE : 10 November 2023

POST 38/274 : **SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT GOVERNANCE**
Directorate: Supply Chain Management Governance

SALARY : R359 517 per annum

CENTRE : Head Office; Bellville

REQUIREMENTS : Minimum educational qualification: Appropriate 3-year National Diploma/Degree. Experience: Appropriate knowledge and experience within a government SCM environment. Appropriate knowledge and experience in procurement prescripts related to Goods, Services and Infrastructure. Appropriate training experience. Inherent requirement of the job: Valid driver's licence (Code B/EB) and able to travel to conduct training. Competencies (knowledge/skills): Computer Literacy in MS Office, particularly in MS Word, MS Excel and MS PowerPoint. Accredited training and facilitation experience. Effective communication and interpersonal skills. Possesses sound problem-solving skills. Appropriate knowledge of Supply Chain Management Legislation, Policy frameworks, the Public Finance Management Act (PFMA), National and Provincial Treasury Regulations and Instructions. Knowledge and understanding of the Accounting Officers System and SCM delegations related to Goods, Services and General Conditions of Contract and Infrastructure (CIBD). Appropriate knowledge of LOGIS/BAS, ePS or similar Procurement Management Systems. Supervisory experience.

DUTIES : Develop, present and or facilitate training to SCM officials throughout the Western Cape, therefore required to travel. Conduct training needs assessments to determine training interventions. Develop and update an annual training plan. Course administration and coordination of course logistics. Liaison with various internal and external stakeholders for the coordination and facilitation of training programmes. Collation and review of feedback on various training interventions. Develop, present and facilitate Supply Chain Management learning programs related to Goods, Services and Infrastructure, as per approved Departmental training plan. Develop training interventions on an ad-hoc basis as a result of urgent training needs identified by management. Facilitation of internal and external training as per approved Departmental training plan. Review of evaluation forms for training interventions. Identification of course objectives met with training

		interventions. Development and maintenance of training database. Quarterly and annual reporting on training provided. Management of human resources within the training unit, supervision of staff.
<u>ENQUIRIES</u>	:	Ms L Khan Tel No: (021) 834 9047
<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. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/275</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT (ASSETS)</u> Overberg District
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Swellendam and Cape Agulhas Sub-districts (Stationed at Swellendam Hospital)
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KRA's) of the post. Experience: Appropriate experience in Supply Chain Management environment. Appropriate experience in LOGIS and the EPS. Inherent requirement of the job: Valid B/EB or C1 driver's licence. Competencies (knowledge/skills): Knowledge of the LOGIS System, Asset Management functions and functional experience in obtaining quotations on an electronic purchasing system (EPS). Computer literacy (MS Excel and Word). Ability to work in a physically demanding environment.
<u>DUTIES</u>	:	Perform tasks related to procurement administration, such as inviting of quotes in EPS, placing of orders, preparing quotes for Quotation Committee and follow-up with suppliers. Asset Management which includes proper management of assets pertaining to annual asset count, updating asset register, disposals, capturing of relevant documentation on LOGIS and keeping updated filling of all relevant documentation. Monthly reports pertaining to assets. Receiving services and preparing batches for payment. Ensure compliance to all relevant laws and prescripts related to the Supply Chain. Handle all telephonic and written queries from relevant suppliers and end users.
<u>ENQUIRIES</u>	:	Ms S Twala Tel No: (028) 514 8400
<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 this post. Candidates may be subjected to a practical test. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/276</u>	:	<u>STAFF NURSE: GRADE 1 TO 3</u> West Coast District
<u>SALARY</u>	:	Grade 1: R199 725 (SN1) per annum Grade 2: R237 210 (SN 2) per annum Grade 3: R277 752 (SN 3) per annum
<u>CENTRE</u>	:	Radie Kotze Hospital
<u>REQUIREMENTS</u>	:	Minimum educational qualification: Qualification that allows registration with the SANC as a Staff Nurse. Registration with a professional council: Registration with the SANC as Enrolled Nurse. Experience: Grade 1: None. Grade 2: A minimum of 10 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Grade 3: A minimum of 20 years' appropriate/recognisable nursing experience after registration with the SANC as Enrolled Nurse. Competencies (knowledge/skills): Good interpersonal and organisational skills and the ability to function under pressure and meet deadlines.
<u>DUTIES</u>	:	Perform relevant nursing duties pertaining basic nursing care to health care users under the direct or indirect supervision of the Professional nurse and within the scope of practice. Provide clinical nursing care and assist in clinical

		procedures. Ensure effective Triaging and screening of clients. Ensure that all documentation and reports adhere to legislation. Support to supervisor and colleague by team participation. Handle all enquiries and correspondence (written and verbal) in line with policies, regulations and circulars.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T J Fredericks Tel No: (022) 942 1562 / 1246
	:	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. 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. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/277</u>	:	<u>ADMINISTRATION CLERK: WARDS (ADMISSIONS)</u> Overberg District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233 per annum Otto Du Plessis Hospital Minimum educational qualification: Senior Certificate (or equivalent). Experience: Appropriate administrative experience in a health environment with experience with HECTIS and CLINICOM System. Inherent requirement of the job: Willingness to work 12-hour shifts (which include night duty, weekends and Public holidays) and work overtime on short notice. Competencies (knowledge/skills): Knowledge of HECTIS and Clinicom. Knowledge of Hospital Fees Memorandum 18 and UPFS. Computer literacy (MS Word and Excel) and knowledge of record keeping procedures. Ability to accept accountability and responsibility and to work independently and unsupervised.
<u>DUTIES</u>	:	Registration and capturing of patient information. Responsible for revenue control which includes receipt of money, issue of accounts and safekeeping of patient's valuables. Reception tasks attend patient queries and folder management. Medical records functions: Keep record, file, retrieve folders, trace old folders, deconstruct folders and compile new folders. Effective assistance and support to supervisor, colleges and other institutions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Laubscher Tel No: (028) 425 1168
	:	Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")
<u>NOTE</u>	:	No payment of any kind is required when applying this post. Candidates may be subjected to a practical test. 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.
<u>CLOSING DATE</u>	:	10 November 2023
<u>POST 38/278</u>	:	<u>GENERAL WORKER STORES</u> Garden Route District
<u>SALARY CENTRE REQUIREMENTS</u>	:	R125 373 per annum Knysna Hospital Minimum requirement: Basic numeracy and literacy skills. Experience: Appropriate experience in a warehouse environment. Inherent requirements of the job: Valid Driver's licence (Code B/EB). Physical ability to lift heavy boxes. Competencies (knowledge/skills): Receiving and distribution of stock.
<u>DUTIES</u>	:	(key result areas/outputs): Load and offload stock on the vans. Transport goods to and from different sections. Pack stock in boxes according to standards. Receipt of stock from bulk store. Prepare stock for courier distribution. Prepare stock for collection by demanders. Maintain hygiene in the area.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Rein Tel No: (044) 302 8468
	:	The Manager: Garden Route District Office, Private Bag X6592, George, 6530.
<u>FOR ATTENTION</u>	:	Ms S Pienaar

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

CLOSING DATE : 10 November 2023