PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 23 OF 2022
DATE ISSUED 24 JUNE 2022

1. Introduction

1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.

1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

2.1 Applications on form Z83 with full particulars of the applicants’ training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s).

NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.

2.2 Applicants must indicate the reference number of the vacancy in their applications.

2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.

2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

3.1 The contents of this Circular must be brought to the attention of all employees.

3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.

3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.

3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

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

AMENDMENT :

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (THEKWINI TVET COLLEGE): Kindly note the following two (2) posts were advertised in Public Service Vacancy Circular 22 dated 17 June 2022. The applications has been amended as follows: Link to apply for Assistant Director: Supply Chain Management post SL9, Ref: SCM 01/06/2022 Job Detail | My Website (thekwini.edu.za) and Link to apply for Assistant Director: Employee Relations
The closing date is 01 July 2022. We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the website and upload all documents required per advert.
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ANNEXURE A

DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

CLOSING DATE: 08 July 2022 at 16:00

NOTE: The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: https://www.dpsa.gov.za/newsroom/psvc/ and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation.

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, 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 is 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.

ERRATUM: Kindly note that following positions referred to below, advertised in the Public Service Vacancy Circular no 20 of 2022 dated 03 June 2022 Has reference. The following positions of Assistant Registrar of Deeds: Examination and Sorting (Bloemfontein) with Ref 3/2/1/2022/273 and Assistant Registrar of Deeds: Deeds Registration (King Williams Town) with Ref 3/2/1/2022/278 are hereby withdrawn. The position of Chief Professional Surveyor (2 Posts) (Western Cape) with Ref 3/2/1/2022/342 that was advertised in Public Service Vacancy Circular no 22 of 2022 dated 17 June 2022 Has reference. The Employment Equity is amended to African Males and African and Indian Females and Persons with disabilities are encouraged to apply. The Department apologizes for any inconvenience caused.

MANAGEMENT ECHELON

POST 23/01: DIRECTOR: PROACTIVE LAND ACQUISITION STRATEGY (PLAS)
TRADING ACCOUNT FINANCIAL MANAGEMENT REF NO: 3/2/1/2022/352
Directorate: PLAS Trading Account Financial Management

SALARY: R1 073 187 per annum (Level 13) (All-inclusive package) The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS) CENTRE: Gauteng (Pretoria)
REQUIREMENTS: Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and Bachelor’s Degree or Advanced Diploma in Financial Management / Economics / Commerce (NQF Level 7). 5 years of experience
at middle / senior managerial level in a finance field. Job related knowledge: Public Finance Management Act, Treasury Regulations, Knowledge and experience in Basic Accounting Systems (BAS), Knowledge of Estimates of National Expenditure (ENE) and Medium-Term Expenditure Framework (MTEF) process, Knowledge of compiling annual financial statements. Job related skills: Facilitation and presentation skills, Analytical and problem-solving skills, People management skills, Communication skills (verbal and written), Project management skills, Service delivery innovation skills, Report writing skills and Computer literacy. Ability to work under pressure and in a team. Ability to meet deadlines. A valid driver’s licence.

**DUTIES**

**DUTIES**

Develop and maintain budget and reporting system. Plan and coordinate the development of trading account and budget. Monitor and evaluate revenue trends and integrate funding needs. Compile financial and treasury reports. Maintain the accounting system and support to the provincial offices. Maintain the standard chart of accounts on A Complete and Comprehensive Program for Accounting Control (ACCPAC) system. Manage project registrations process. Provide PLAS payment services. Manage the entity banking services. Effect payments to service providers. Provide accounts payable, and reconciliations thereof. Provide accounting control and expenditure services. Liaise with management and external clients. Provide operational access and improvements systems support and training to Provincial Shared Service Centre (PSSC’s). Provide internal control and reporting services. Manage the control environment of the entity and all financial policies and procedures. Coordinate all aspects of the trading account annual financial reporting. Provide advice on accounting standards. Liaise with management and external clients. Coordinate the monthly management packs. Provide PLAS investment management support. Manage investment of PLAS trading account. Report on investment decision and results. Undertake due diligence on investment options for PLAS Trading account. Provide investment analysts with financial information and recommendations for decision making. Provide administrative support to the Chief Director.

**ENQUIRIES**

Ms M Mokono Tel: (012) 312 8911

**APPLICATIONS**

Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Applicants should therefore attach proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Shortlisted candidates must provide proof of the successful completion of the course before the interview commences. Failure to do this will result in the application being disqualified. 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 panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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 and the successful candidate will have to undergo full security vetting. DALRRD may conduct reference checks which will include social media profiles of the shortlisted candidates. 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, sign an annual performance agreement and annually disclose her or his financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

**OTHER POSTS**
POST 23/02: DEPUTY DIRECTOR: LAND DEVELOPMENT SUPPORT REF NO: 3/2/1/2022/360

SALARY: R882 042 per annum (Level 12) (All inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Directorate: District Office: Northern Cape (Frances Baard / John Taolo Gaetsewe)


DUTIES: Manage operations to achieve planned outcomes. Manage the identification of potential projects (One Household One Hectare (1HH1HA), Land Development Support, etc). Prioritise selected projects within the Province in accordance with policy and implementation framework of the Province. Facilitate the identification of projects with Restitution and Project Management Unit in the Province. Identify projects that require de-commitment. Coordinate planning, monitoring and reporting mechanisms of Recapitalisation and Development Programme (RADP) projects in line with government priorities. Oversee the identification of farms in distress acquired since 1994 across all land reform programmes. Oversee the recruitment and appointment of relevant strategic partners. Oversee the provision of funding for implementation of projects. Facilitate the appraisal of business plans for Recapitalisation and Development. Develop and implement Recapitalisation and Development Programme (RADP) related policies, systems and procedures. Coordinate workshops with relevant stakeholders to familiarise them with the developed systems and procedures. Oversee the population of reporting templates for information gathering. Oversee effective promotion of Recapitalisation and Development Programme (RADP) and recruitment of strategic partners to advance Provincial and District partners. Manage relevant stakeholders to advance Commodity Value Chain Cluster priorities. Oversee the development of Cluster Value Chain Integrated Model. Facilitate Institutional Partnerships arrangement. Oversee partnership arrangements. Manage timely strategic interventions.

ENQUIRIES: Ms T Oliphant Tel: (053) 830 4056

APPLICATIONS: Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.

NOTE: Coloured, Indian and White males and Coloured, Indian, White females and Persons with Disabilities are encouraged to apply.

POST 23/03: AGRICULTURAL MANAGEMENT ADVISOR REF NO: 3/2/1/2022/361

Directorate: Agriculture Inputs Control

SALARY: R882 042 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Gauteng (Pretoria)

writing (ability to prepare and present complex reports). Customer services skills. Communication skills (verbal and written). A valid driver’s licence. Ability to work under pressure. Willingness to work extended hours and overtime may be required.

**DUTIES**
Evaluate and review application for the registration of stock remedies. Conduct analysis of scientific data during the evaluation of applications to register stock remedies. Gather and interpret data, evaluate results and disseminate information by publishing information packages. Formulate proposals and compile reports by writing technical submissions when required. Develop and customize scientific models and techniques by contributing to the technical aspects of regulations. Development of new policies, programs and processes relating to registration of stock remedies, including the preparation of guidelines, manuals and scientific and technical reports on the regulation and use of stock remedies. Identify gabs and develop appropriate interventions by developing policies, guidelines, systems and procedures by developing administrative and compliance regulations and Standard Operating Procedures. Provide scientific support and advice through client advisory meetings and via emails. Develop working relations with client base during liaison meetings with clients. Create public awareness of the science system through liaison with stakeholders. Provide scientific data, information and advice as requested by responding to technical enquiries. Customer service management. Continuous professional development to keep up with new technologies and procedures by attending technical workshops and conferences. Research / literature studies to improve expertise by reading technical publications. Liaise with relevant bodies / councils, industries, government Departments and other stakeholders on science and regulatory related matters. Human capital development. Mentor, train and develop candidate scientists and others to promote skills / knowledge transfer and adherence to sound scientific principles and code of practice.

**ENQUIRIES**
Mr MJ Mudzunga Tel: (012) 319 7303

**APPLICATIONS**
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**
Coloured, Indian, and White males and Coloured, and Indian females and Persons with disabilities are encouraged to apply.

**POST 23/04**
DEPUTY DIRECTOR: PRE-SETTLEMENT MANAGEMENT REF NO: 3/2/1/2022/364
Directorate: Operational Management

**SALARY**
R882 042 per annum (Level 12) (All-inclusive package to be structured in accordance with the rules for MMS)

**CENTRE**
East London (Chris Hani)

**REQUIREMENTS**
Applicants must be in possession of a Grade 12 Certificate and Bachelor's Degree / National Diploma in Law / Commerce / Agriculture / Economics or Development Studies. 3-5 years working experience at junior management level. Experience in research management and implementation. Job related knowledge: Thorough knowledge and understanding of and experience in Land Reform (in particular Restitution) and / or development-related issues. Knowledge and implementation of the Public Finance Management Act and Division of Revenue Act. Basic knowledge of financial management and administration system. Job related skills: Strategic planning skills, General management skills, Operational planning skills, Proven supervisory skills, Project management skills, Excellent communication skills (verbal and written) and Computer literacy. A valid driver’s licence. Willingness to undertake field trips entailing long distances and work irregular hours.

**DUTIES**
Manage the lodgement of claims. Screen and categorise files. Identify competing claims. Manage the validation of lodged claims. Coordinate the research of land claims. Conduct in-locco inspection of claims. Manage the verification of validated claims. Conduct homestead identification. Conduct ordering and analysis of aerial photographs. Coordinate the engagement with elders. Manage the settlement of claims. Conduct negotiations. Manage the negotiations for the settlement of claims. Conduct negotiations with landowners and claimants. Present offers. Draft Section 42D.

**ENQUIRIES**
Ms A van Vuuren Tel: (043) 701 8127 or Ms A Kili Tel: (043) 701 8135
APPLICATIONS: Applications can be submitted by post to: P.O.Box 1716, East London, 5201 or hand delivered to: Moors Street, Ocean Terrace, Block H Quigney 1st Floor, East London, 5201.

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

POST 23/05: DEPUTY DIRECTOR: LABOUR TENANTS REF NO: 3/2/1/2022/353
Directorate: Tenure Reform Implemmentation

SALARY: R744 255 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)

CENTRE: Mpumalanga (Mbombela)

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and a Bachelor’s Degree / National Diploma in Law, Humanities, Economics, Development Studies. 3 years’ experience at junior management level. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Strategic management skills, Operational planning skills, Proven supervisory skills, Negotiation skills, Contract management skills, Leadership skills, Computer literacy and Communication skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver’s licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required doing so as a result of operational requirements of the Employer.

DUTIES: Coordinate the issuance of notices of Labour Tenant applications. Monitor performance of District Offices against targets for issuance of statutory notices. Ensure that Project Officials comply with the standard operating procedures for the issuance of notices. Assist in resolving challenges Project Officials may have in the issuance, service and publication of statutory notices. Liaise with supply chain management. Ensuring that notices to be published in the government gazette are gazette timeously. Coordinate the processing of the Labour Tenant applications. Monitor performance of District Offices against targets processing Labour Tenant. Ensure that Project Officials comply with the standard operating procedures for the processing of applications. Quality check all submissions from the Districts (terms of reference and memorandums for subdivision, valuation, conveyancing and referrals for presentation to Provincial Technical Committee (PTC) and National Land Allocation and Acquisition Committee (NLAACC) to ensure compliance to the Labour Tenants Act (LTA). Ensure that a targeted number of applications are settled per year. Coordinate the negotiations for the settlement of applications. Assist Project Officials from District Offices to negotiate the settlement of complex applications. Stakeholder management. Assist the Director: Tenure Reform Implementation to organise the provision of post-settlement support to Labour Tenants by the Provincial Shared Services Centre, Municipalities and Department of Human Settlements. Coordinate the referral of applications that cannot be resolved to the Land Claims Court. Liaise with Land Reform Advisors regarding applications that must be referred to Court. Manage section 33 (2A) direct access to court cases. Engage Project Officer, Land Owner and Labour Tenants on cases to be referred / already referred. Assist in drafting and vetting of settlement agreement. Vet Court referral package for approval by the Director: Tenure Reform Implementation. Assist in serving the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred or to be referred cases to State Attorney. Keep and update the referral spreadsheet. Maintain the database of Labour Tenant applications. Ensure that the database is accurate, complete and is updated monthly. Submit statistical reports monthly to the Director: Tenure Reform Implementation. Coordinate reports. Update Project Management System (EPM Live) and / or Project Register. Collate monthly performance, statistical, litigation reports from District Offices and submit them to the Director: Tenure Reform Implementation. Manage External and Internal Audit – Compile the audit management plan, ensure implementation of Action plan, respond to audit queries. Fraud and Risk Management (Finalisation of annual plans and monitoring and reporting monthly). Ensure budget expenditure reporting (Guard against over expenditure / under expenditure by balancing Integrated Operational Plan implementation with approved procurement Plan).
ENQUIRIES : Ms M Senwana Tel: (013) 754 8098
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateule Office Park, 7th floor Block E, Mbombela, 1200.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 23/06 : DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT AND OFFICE ADMINISTRATION REF NO: 3/2/1/2022/359
Directorate: Financial and Supply Chain Management Services

SALARY : R744 255 per annum (Level 11) (All inclusive package to be structured in accordance with the rules for MMS)
CENTRE : Northern Cape (Kimberley)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Financial Management / Logistics Management / Purchasing Management / Public Administration / Public Management. 3 years' experience at junior management level in Supply Chain Management. Job related knowledge: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Preferential Procurement Policy Framework and Supply Chain Management Framework. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Understanding of supply chain management processes. 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, People management skills, Customer and client focus. Statistical forecasting skills. A valid driver's licence and willingness to travel.

DUTIES : Manage the demand management plan and acquisition of goods, services and assets. Identify preferential procurement objectives. Develop systematic approach that achieves the lowest cost of ownership regarding purchase of goods, services and assets. Determine bid criteria and facilitate evaluation accordingly. Conduct historical data analysis to determine procurement trends. Identify critical delivery dates. Conduct expenditure analysis based on historical data and link medium term expenditure framework. Conduct frequency analysis of industries / commodities to determine best alternatives. Provide logistics and transport services. Implement logistics management systems, procedures and processes. Ensure the integrity of LOGIS. Manage inventory levels. Initiate payment for goods, services and assets. Manage stores and warehousing. Manage creditor's reconciliation. Manage fleet services and travel arrangements. Provide asset management services. Maintain asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Maintain the Barcoded Asset Audit (BAUD) system. Verify asset purchases. Manage office administration services. Provide facilities services.

ENQUIRIES : Ms T Oliphant Tel: (053) 830 4056
APPLICATIONS : Applications can be submitted by post to Private Bag X5007, Kimberley, 8302 or hand delivered to: 6th floor, New Public Building, Knight and Stead Street, Kimberley, 8302.
NOTE : Coloured, Indian and White males and African, Coloured, Indian, White females and Persons with Disabilities are encouraged to apply.
POST 23/07 : DEPUTY DIRECTOR: ADMINISTRATION REF NO: 3/2/1/2022/362
Chief Directorate: Land Restitution Support

SALARY : R744 255 per annum (Level 11) (All-inclusive package to be structured in accordance with the rules for MMS)
CENTRE : Kwazulu Natal (Pietermaritzburg)
REQUIREMENTS : Applicants must be in possession of a Grade 12 Certificate and National Diploma or Bachelor's Degree in Public Administration / Public Management / Management. 3 years’ experience at junior management level. Job related knowledge: Good understanding of Governmental Management Systems, Microsoft office suite and knowledge of financial management. Job related skills: Ability to function autonomously, Be self-driven. Problem solving and analysis skills. Honesty and integrity. Strategic thinking and planning skills. Strong negotiation and facilitation skills.
DUTIES: Prepare and analyse documents and prepare informative notes for decision making by the Chief Director. Analyse every request coming into the office of the Chief Director. Analyse memorandums, submissions, reports and letters from internal and external stakeholders. Ensure compliance in terms of turnaround times, inform the Chief Director timeously of deadlines. Ensure that all projects are in line with the Operational Plan and the Annual Performance Plan (APP). Collate and disseminate captured operational data. Coordinate the submission of Operational Plans by business units. Prepare the Operational Plan for the Regional Land Claims Commission: KwaZulu Natal and disseminate the approved plan to the business units. Analyse and present operational performance reports at management meetings. Coordinate the submission of monthly performance reports by business units. Ensure that analysed performance information is presented to management. Generate and identify trends and deviations from goals. Ensure that financial and non-financial performance is measured against the Operational Plan. Communicate performance gaps and monitor the implementation of recovery plans.

ENQUIRIES: Advocate B Mbili Tel: (033) 341 2600
APPLICATIONS: Applications can be submitted by post to: Private Bag X9132, Pietermaritzburg, 3200 or hand delivered to: 1st Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3200.

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

POST 23/08: CHIEF FOOD SAFETY AND QUALITY ASSURANCE OFFICER REF NO: 3/21/2022/259
Directorate: Food Safety and Quality Assurance
SALARY: R382 245 per annum (Level 9)
CENTRE: Western Cape (Stellenbosch)
REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and Bachelor’s Degree / BSc Degree / National Diploma in Chemistry / Analytical Chemistry / Oenology / Botany / Viticulture / Te / Microbiology / Food Science / Technology. 3-years relevant experience in the field of quality and food safety in relation to liquor products and the use of the Wine Online certification system. Job related knowledge: Public Service Regulations, Agricultural Products Standards Act, Liquor Products Act, International agreements, conventions and bilateral agreements relating to sanitary and food quality matters regarding liquor products. Relevant legislation and regulations, norms and standards. Export and import requirements. Job related skills: Ability to communicate well and interact with people at different levels (verbal and written), Integrity and discretion, Planning and organising, Creativity, Interpersonal skills, Problem solving skills, Interpretation skills, Analytical skills, Listening skills, Computer literacy (Microsoft office and Wine Online system), Report writing. A valid driver’s licence and the ability to drive. Ability in drafting of technical and non-technical correspondence. Willingness to work extended hours.
DUTIES: Evaluate, compile and amend product standards, policies, procedures, guidelines with regards to the quality of regulated liquor products and develop and implement methodologies, policies, systems and procedures for liquor products. Evaluate, compile and amend regulations, product standards, policies, procedures, guidelines with regard to the quality, composition, packaging, marking, labelling, inspection, control and monitoring of identified liquor products destined for export, import and local markets and ensure that these are in compliance with international food safety and quality requirements. Obtain inputs from industry and other relevant role players with regard to the drafted product standards, policies, procedures and guidelines. Draft / amend regulations, export standards and requirements for local and imported liquor products. Identify food safety and quality risks by monitoring international standards, best practice and local conditions. Conduct a needs assessment and evaluate the results thereof. Compile draft legal framework and publish a government gazette notice to invite comments. Coordinate the publication of approved regulations in the government gazette. Improve internal processes by providing inputs into the drafting of policies and / or guideline on the interpretation of the relevant Acts and assisting Acts and assisting with and reviewing of the implementation thereof by other divisions. Provide technical advice and guidance on the application, interpretation of the regulations, product standards, policies, procedures, guidelines and legislative and perform...
scientific analysis and regulatory functions. Provide technical advice and guidance on the interpretation and application of the legislative framework to stakeholders. Provide inputs in the drafting of policies and guidelines on the interpretation of the Liquor Products Act (LPA) and the implementation thereof by other divisions. Evaluate labels and / or marking requirements for agricultural products and make recommendations. Evaluate analytical profiles, labels and composition of liquor products destined for import / export to ensure compliance with the requirements of the Liquor Products Act, export country requirements, relevant international agreements and report accordingly. Conduct sensorial evaluation of liquor products to ensure compliance with minimum quality and food safety requirements of the Liquor Products Act and export country standards. Conduct import and export risk assessment on liquor products and issue certification documentation accordingly. Process applications for dispensations, registrations, etc. Draft certificate of origin for agricultural products, issue consignee clearance documentation for liquor products for all export destinations (certificate of origin, certificate for free sale, analyses certificates, etc). Obtain, evaluate and disseminate information on international trends to local industries to keep them informed of new trends / requirements. Manage and maintain database and information related to the following: Registration and / or cancellation of A and B- and date codes for processing establishments. Registration and / or cancellation of A and B-codes. Registration and / or cancellation of labels for the export of liquor products. Maximum residue limits (MRL) for wine destined for export. Wine Online export certification system to ensure compliance with standards of the Liquor Products Act and international standards of the various exporting countries. Newly published regulations, import and export standards. Notices and draft regulations and standards for gathering public comments. Standards Operating Procedures. Stakeholder communication. Liaise with national and international stakeholders, industry role players, other Departments and DALRRD officials on technical matters related to food safety and quality assurance. Obtain, evaluate, update and disseminate the relevant international information to keep South Africa industries and other divisions informed of new trends / requirements. Participate in the formulation of South Africa’s position in international meetings with regard to the harmonization of food safety and quality assurance issues. Provide inputs (technical and scientific) on resolutions, guidelines, scientific papers, technologies, oenological and production practices to ensure compliance with national and international food safety and quality requirements for liquor products in terms of South Africa’s membership to international standard setting bodies (e.g. Inter-national Organisation for Wine and Vine (OIV), CODEX, etc). Monitor quality and accuracy of historical liquor product analytical data on Wine Online and make appropriate interventions with stakeholders to ensure accurate results and data integrity. Coordinate and participate in local meetings, workshops, seminars relevant to food quality and sanitary matters. Human capital development / staff supervision. Allocate and ensure quality of work. Training and development. Monitor performance. Apply discipline.

ENQUIRIES : Ms WJ Hanekom Tel: (021) 809 0374
APPLICATIONS : Applications can be submitted by post to: Private Bag X10, Mowbray 7710 or hand delivered to: 14 Long Street, 1st Floor, Cape Town, 8001.
NOTE : African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 23/09 : ASSISTANT DIRECTOR: FINANCIAL SERVICES REF NO: 3/2/1/2022/366
Office of the Registrar of Deeds

SALARY : R382 245 per annum (Level 9)
CENTRE : Vryburg
**DUTIES**


**ENQUIRIES**

Ms A Golele Tel: (053) 928 8126  

**APPLICATIONS**

Please ensure that you send your application to Private Bag X1, Vryburg,8600 or Hand deliver it to the Office of the Registrar of Deeds: Vryburg at 26, De Kock Street, Vryburg,8601 before the closing date as no late applications will be considered.  

**NOTE**

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

**POST 23/10**

**ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT**  
REF NO: 3/2/1/2022/367  
Office of the Registrar of Deeds  

**SALARY**

R382 245 per annum (Level 9)  

**CENTRE**

Mpumalanga  

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Ms T Makama Tel: 013 756 4605/4000  

**APPLICATIONS**

Please ensure that you send your application to Private Bag 11239, Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell St, Mbombela, 1201 before the closing date as no late applications will be considered.  

**NOTE**

Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
POST 23/11  
ASSISTANT DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: 3/2/1/2022/368
Office of the Registrar of Deeds

SALARY : R382 245 per annum (Level 9)
CENTRE : Pietermaritzburg


ENQUIRIES : Ms Z Mthembu Tel: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.

NOTE : Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 23/12  
ASSISTANT DIRECTOR: HRM AND AUXILIARY SERVICES REF NO: 3/2/1/2022/369
Office of the Registrar of Deeds

SALARY : R382 245 per annum (Level 9)
CENTRE : King Williams Town

DUTIES : Manage Human Capital. Monitor turnaround times of capturing of applications. Overseer compilation of recruitment plan. Manage recruitment and selection

ENQUIRIES : Ms M Mobe Tel: (043) 642 2741
APPLICATIONS : Please ensure that you send your application to, Private Bag X7402, King Williams Town 5600 or Hand deliver it to 113 Alexandra Road; King Williams Town before the closing date as no late applications will be considered.
NOTE : Coloured, Indian and White males and Coloured, Indian, White females and Persons with disabilities are encouraged to apply.

POST 23/13 : SENIOR EXAMINER REF NO: 3/2/1/2022/386 (2 POSTS)
Office of the Registrar of Deeds

ENQUIRIES : Ms M Mobe Tel: (043) 642 2741 or Ms D Loock Tel (043) 642 2741
APPLICATIONS : Please ensure that you send your application to Private Bag X7402, King Williams Town 5600 or Hand deliver it to Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King Williams Town 5601 before the closing date as no late applications will be considered.
NOTE : African, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
POST 23/14: BUSINESS DEVELOPER REF NO: 3/2/1/2022/363
Directorate: Small Business Development
Re-advertisement, applicants who applied previously are encouraged to reapply

SALARY: R321 543 per annum (Level 8)
CENTRE: Gauteng (Pretoria)
REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and Bachelor’s Degree in Agricultural Economics / Economics / Business Management / Financial Management. 2-years’ experience in Agricultural Economic environment with exposure to the agricultural business environment. Job related knowledge: Knowledge of Broad-based Black Economic Empowerment (BBBEE) Act and related legislation, National Small Business Amendment Act, Companies Act, Cooperative Act, Public Finance Management Act and Batho Pele principles. Job related skills: High level of integrity. Strong leadership and supervisory skills, Analytical skills, Strong work ethics, Good interpersonal skills, Negotiation skills. Ability to work independently, Ability to work under pressure, Planning and execution skills, Management of Human Resources skills. Acceptance of responsibilities. Willingness to travel extensively and work extended hours. A valid driver’s licence.

DUTIES: Provide inputs in drafting policy frameworks and guidelines for developing Small, Micro and Medium Enterprises (SMMEs) / Cooperatives in the DALRRD sector. Conduct research. Provide inputs into the development of the frameworks and guidelines. Provide progress report on the implementation. Conduct environmental scanning on the SMMEs in the DALRRD sector. Liaise with Provincial Departments to identify SMMEs / cooperatives for assessment to outline areas of improvement and strengths. Conduct assessment on SMMEs using Diagnostics Business Assessment Tools. Analyse the results. Develop a report on the outcomes. Provide advice and support to SMMEs / cooperatives on the assessments conducted. Develop action plans based on the outcomes of the assessments and prioritise areas for immediate action with the SMMEs. Facilitate linkages with commercial agriculture, government Departments and other partners in order to grow the business. Monitor progress and identify shortcomings in the implementation of the action plans through reassessments. Provide corrective measures to address the challenges emanating from implementation of the action plan. Arrange workshops with other Directorates (marketing, inspection, plant production etc.) and other institutions (Small Enterprise Development Agency, Small Enterprise Finance Agency, South African Revenue Service, Perishable Products Export Control Board etc.) to support in the compliance, growth and development of the SMMEs / cooperatives in the DALRRD sector. Capacitate SMMEs / cooperatives and / or Provincial officials on business planning and evaluation business proposals received. Liaise with Provincial Departments to identify SMMEs / cooperatives that requires capacitating. From the environmental scanning/assessments conducted identify SMMEs / cooperatives that require capacitating. Conduct workshops to capacitate SMMEs / cooperative and / or Provincial Officials on the use and benefits of the business plan. Provide advisory support and guidance as and when required on the compilation of business plans. Assess and evaluate the outcomes of the capacitation of the business planning and report.

ENQUIRIES: Ms B. Moodley Tel: (012) 319 8154
APPLICATIONS: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrich) Street, Arcadia, Pretoria, 0001.

NOTE: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 23/15: SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/370
Office of the Registrar of Deeds

SALARY: R321 543 per annum (Level 8)
CENTRE: Cape Town

**DUTIES**


**ENQUIRIES**

Mr T Clark Tel: (021) 464 7601

**APPLICATIONS**

Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 23/16**

LAND REFORM OFFICER: LABOUR TENANTS REF NO: 3/2/1/2022/354

Directorate: Tenure Reform Implementation

(12 Month Contract)

**SALARY**

R321 543 per annum (Level 8) (plus 37% in lieu of benefits)

**CENTRE**

Mpumalanga (Mbombela)

**REQUIREMENTS**

Applicants must be in possession of a Grade 12 Certificate and LLB Degree. 2 years working experience in a legal environment. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiation skills, Contract management skills, Leadership skills, Communication skills. Ability to draft terms of reference for service provider. Ability to manage consultants. Computer literacy. A valid driver’s licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate as a result of operational requirements of the Employer.

**DUTIES**

Refer to the Land Claims Court labour tenant applications that can be resolved through litigation. Manage Section 33(2A) direct access to court cases. Evaluate if the project is ripe for referral. Engage Project Officer, Landowner and Labour Tenants. Draft and vet settlement agreement. Compile Court referral package for approval by the Director: Tenure Reform Implementation. Liaise with Senior Land Reform Advisor / Deputy Director: Labour Tenants / District and Provincial Deputy Director: Tenure Reform Implementation / Office of the Special Master for Labour Tenants for further screening of referrals. Serve the papers in Court. Prepare documents to appoint Sherriff. Serve court papers to parties through Sherriff. Submit referred cases to State Attorney. Monitor and report on court cases and liaise with Attorneys. Keep and update

ENQUIRIES: Ms M Senwana Tel: (013) 754 8098
APPLICATIONS: Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.
NOTE: African, Coloured, Indian and White males and African, Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 23/17: PROJECT OFFICER: LABOUR TENANTS (15 POSTS)
(12 Month Contract)
Directorate: Tenure Reform Implémentation

SALARY: R261 372 per annum (Level 7) (plus 37% in lieu of benefits)
CENTRE: Mpumalanga (Gert Sibande District: Mkhondo / Piet Retief and Ermelo Ref No: 3/2/1/2022/355 (6 Posts)
(Nkangala District: Emalahleni / Witbank Ref No: 3/2/1/2022/356 (4 Pots)
(Ehlanzeni District: Mbombela / Nelspruit Ref No: 3/2/1/2022/357 (5 Posts)

REQUIREMENTS: Applicants must be in possession of a Grade 12 Certificate and Bachelor’s Degree/National Diploma in Law, Social Science, Economics, and Development Studies. 18 Months experience in the field of Land Reform or Rural Development. Job related knowledge: Land Reform (Labour Tenants) Act, Extension of Security of Tenure Act, Communal Property Associations Act, Restitution of Land Rights Act and Rules of the Land Claims Court. Job related skills: Project management skills, Negotiations skills, Contract management skills, Leaderships skills, Computer literacy and Communications skills. Ability to draft terms of reference for service providers. Ability to manage consultants. A valid driver’s licence. Willingness to travel, to spend extended period in the field and work irregular hours. Willingness to relocate if required to do so as a results of operational requirements of the Employer.

DUTIES: Settle labour tenant applications. Ensure registration of Project on Basic Accounting System (BAS). Compile Terms of Reference and memorandums for Subdivision. Compile Terms of Reference and memorandums for valuation. Facilitate offers and / or responses of Section 17 from landowners. Facilitate settlement agreements. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land Acquisition and Allocation Control Committee. Facilitate concurrence approval by Treasury for Disposal projects. Ensure compliance towards the deed of donation to avoid any deviation from original settlement agreement for Donation project. Ensure that the applicants sign Waiver rights agreements for Certification. Ensure that all relevant documents are submitted to the Land Reform Officer for referrals. Compile Terms of Reference and memorandums for conveyancing. Ensure submission of all relevant documents to enable transfer of the project. Facilitate establishment and registration of Legal entities. Facilitate the implementation of post settlement support (Development) if any. Allocate number of hectares to Labour Tenants and / or Farm Dwellers. Compile memorandums for approval of the projects by Provincial Technical Committees and National Land

ENQUIRIES : Ms M Senwana Tel: (013) 754 8098
APPLICATIONS : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

NOTE : For the positions of Gert Sibande District: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. For the positions of Nkangala District: African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply. For the positions of Ehlanzeni: Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.

POST 23/18 : REGISTRY CLERK (SUPERVISOR) REF NO: 3/2/1/2022/371
Office of the Chief Registrar of Deeds

SALARY : R261 372 per annum (Level 7)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate. 3 years of experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Supervise and provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management services. Opening and close files according to the record classification system. Filing / storage, tracing (electronically / manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and 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. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messenger to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittance to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of number of letters franked. Supervise the processing and 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. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel: (012) 338 7376
APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

NOTE : Coloured, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.
POST 23/19: FINANCE CLERK (SUPERVISOR) REF NO: 3/2/1/2022/372
Office of the Registrar of Deeds

SALARY: R261 372 per annum (Level 7)
CENTRE: Johannesburg
REQUIREMENTS: Grade 12 certificate. 3 years of experience in Financial Environment required. 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 Services financial legislations procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc). Planning and organisation skills. Computer operating skills. Language. Good verbal and written Communication skills. Basic numeracy skills. Flexibility. Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. Willingness to work additional hours as and when required.

DUTIES: Supervise and render financial accounting transactions. Receive and allocate invoices. Verify invoices for correctness, verification and approval (internal control). Verify processing of invoices (e.g. capturing of payments). Supervise filing of all documents. Supervise collection of cash. Supervise and perform salary administration support services. Receive and allocate salary advices. Process and ensure the processing of salary advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Supervise the filing of all documents. Supervise and perform bookkeeping support services. Verify all financial transactions captured. Clear suspense accounts. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Compile journals and verify the compilation of journals. Render a budget support service. Verify information collected from budget holders. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Supervise the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES: Ms L Maloka Tel: (011) 843 8338 / 079 974 8677
APPLICATIONS: Please ensure that you send your application to P.O Box 61873, Marshalltown, 2107 or Hand deliver it to the Office of the Registrar of Deeds: Johannesburg at Marble Towers Corner of Pritchard & Von Willigh Streets Johannesburg, 2107 before the closing date as no late applications will be considered.

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

POST 23/20: HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/373
Office of the Registrar of Deeds

SALARY: R261 372 per annum (Level 7)
CENTRE: Vryburg
REQUIREMENTS: Grade 12 certificate. 3 years’ experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES: Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration

ENQUIRIES : Mr A Golele Tel No: (053) 928 1506
APPLICATIONS : Please ensure that you send your application to Private Bag X1, Vryburg,8600 or Hand deliver it to the Office of the Registrar of Deeds: Vryburg at 26, De Kock Street, Vryburg,8601 before the closing date as no late applications will be considered.
NOTE : African, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.

POST 23/21 : HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/374
Office of the Registrar of Deeds

SALARY : R261 372 per annum (Level 7)
CENTRE : Pietermaritzburg
REQUIREMENTS : Grade 12 certificate. 3 years’ experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (Final authorisation should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Manage enquiries from internal and external clients. Supervise human resources / staff. Allocate and ensure quality of work. Personnel development. Apply discipline. Assess staff performance.

ENQUIRIES : Ms Z Mthembu Tel: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag x9028, Pietermaritzburg, 3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.
NOTE : African, Indian and White Females and African, Coloured, Indian and White Males and Persons with disabilities are encouraged to apply.

POST 23/22 : HUMAN RESOURCE PRACTITIONER: DEEDS HUMAN RESOURCE AND RECORDS MANAGEMENT REF NO: 3/2/1/2022/375
Office of The Registrar Of Deeds (Cape Town)

SALARY : R261 372 per annum (Level 7)
CENTRE : Office of The Registrar Of Deeds (Cape Town)
REQUIREMENTS : Grade 12 certificate. 3 years’ experience working in Human Resource environment. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Computer literacy. Language. Good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods etc.). Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances etc.). Termination of service. Recommend (approve) transactions on PERSAL according to delegations. (Final authorisation should happen on a higher level...

ENQUIRIES
APPLICATIONS: Mr T Clark Tel: (021) 464 7601

Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

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

POST 23/23

JUNIOR EXAMINER REF NO: 3/2/1/2022/387 (4 POSTS)
Office of the Registrar of Deeds

SALARY: R261 372 per annum (Level 7)
CENTRE: King Williams Town

DUTIES: Prepare deeds for examination. Name stamp on the cover of the document. Verify registration information against data information. Complete data amendment request form. Link batches, endorse deeds and complete all the endorsements. Complete fee endorsement, indicate exemption category and authority. Indicate rates expiry date on the cover. Examine deeds and document. Check the correctness of the drafting of deeds. Raise notes referring to the relevant authority. Check compliance of notes on re-lodged deeds and remove notes if complied. Link all relevant documents. Attend to rectification of office errors. File updated acts, manuals and circulars. Complete notification form / caveat endorsement for other sections (diagram, etc). Verify registration information. Check and interpret interdicts, and record details thereof. Check and interpret sectional titles files. Raise queries if non complied and endorse deeds. Check and interpret township files, general plan and ensure that appropriate title conditions / servitudes are brought forward. Consult with clients relating to deeds and documents. Discuss notes with Conveyancers and provide guidance. Check the deeds for compliance and remove notes. Distribution of deeds and documents. Count, balance deeds with lodgements / DOTS slip and scan deeds. Sort and Distribute deeds according to transactions and batches to Examiners. Distri

ENQUIRIES: Ms M Mobe Tel: (043) 642 2741
APPLICATIONS: Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

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

POST 23/24

CONTROL DEEDS REGISTRATION CLERK: REGISTRATION REF NO: 3/2/1/2022/388 (2 POSTS)
Office of the Registrar of Deeds

SALARY: R261 372 per annum (Level 7)
CENTRE: King Williams Town
REQUIREMENTS: Grade 12 Certificate. 5 years’ experience at a level of Chief Deeds Registration clerk. Ability to identify, classify and record a large variety of official documents. Knowledge of Records Management. Computer literacy. Filing skills. Archiving skills. Verbal and written communication skills. Good Interpersonal skills. Liaison skills. Ability to supervise and manage people. Time management skills. Strong prioritization skills.

DUTIES: Supervise the lodgement of deeds and preparations of deeds for registration / execution. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check
completed lodgement and execution form and statistics register. Submit inputs for updating of procedure manual. Report malfunctioning of system and faulty equipment. Supervise the numbering / registration of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check completed numbering register and control form. Report malfunctioning of system and faulty equipment. Supervise final checking of deeds and delivery of deeds. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Keep a register of all errors and submit. Report malfunctioning of system and faulty equipment. Open of sectional schemes files. Complete the information of the scheme on the prescribed file and complete register. Complete the notification letters to SGO and local authorities. File documents / plans in the scheme file. Supervise the recording of permanently filed titles. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts. Check the register of all permanently filed titles. Check the list of permanently filed titles annually for billing. Supervise the recording of interdicts. Allocate duties, control workflow and standard and take corrective measures. Attend to queries, errors and take corrective measures. Check correspondence related to withdrawals and receipt of interdicts.

ENQUIRIES
APPLICATIONS
NOTE
POST 23/25
SALARY
CENTRE
REQUIREMENTS
DUTIES
ENQUIRIES
APPLICATIONS
NOTE
POST 23/26
SALARY
CENTRE
**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Ms M Mobe Tel: (043) 642 2741

**APPLICATIONS**

Please ensure that you send your application to Private Bag X7402 King William's Town 5600 or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

**NOTE**

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

**POST 23/27**

**ADMINISTRATION CLERK: LABOUR TENANTS REF NO: 3/2/1/2022/358**

Directorate: Tenure Reform Implementation

(12 Month Contract)

**SALARY**

R176 310 per annum (Level 5) (plus 37% in lieu of benefits)

**CENTRE**

Mpumalanga (Mbombela)

**REQUIREMENTS**

Applicants must be in possession of a Grade 12 Certificate. No previous experience. Job related knowledge: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics, Knowledge and understanding of the legislative framework governing the Public Services. Job related skills: Proven written skills and proficiency in English and at least one other South African language. Good interpersonal relations skills. Computer literacy.

**DUTIES**

Render general clerical support services within the component. Record, organize, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Keep and maintain the filing system for the component. Type letters and / or other correspondence when required. Management of statistical data for Labour Tenants applicants. Updating of statistical information on settled Labour Tenants and Section 17 notices issued. Updating of statistical information on hectors acquired for farm dwellers and Labour Tenants. Updating of statistical information on outstanding Labour Tenants applications / claims. Reconciliation of Provincial baseline information on outstanding and settled Labour Tenants applications / claims with Districts and National. Keep and maintain the database of Labour Tenants. Management and control of submissions and documents (provide administration support) within the component. Receive and record all incoming and outgoing correspondences / submissions and distribute to relevant team members / office or filed such as: Approved Certification, Disposal and acquisition memos, Gazettes and Section 17 notices and referrals. Keep and maintain the incoming and ongoing document register of the component. Provide administration support services in the component. Compile minutes of all meetings within the component. Prepare documents for meetings. Assist officials within the components with travelling and accommodation bookings.

**ENQUIRIES**

Ms M Senwana Tel: (013) 754 8098

**APPLICATIONS**

Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200.

**NOTE**

African, Coloured, Indian and White males and Coloured, Indian and White females and Persons with disabilities are encouraged to apply.
POST 23/28 : SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/376 (3 POSTS)
Office of the Chief Registrar of Deeds

SALARY : R176 310 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Receive and verify goods from suppliers. Capture goods in registers databases. Issue goods to end users. Maintain goods register.

ENQUIRIES : Ms L Gama Tel: (012) 338 7229 or Ms P Hlatshwayo Tel: (012) 338 7376
APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 23/29 : ADMINISTRATION CLERK REF NO: 3/2/1/2022/377
Office of the Registrar of Deeds

SALARY : R176 310 per annum (Level 5)
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate. No previous experience required. Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Services. Knowledge of working procedures in terms of the working environment. Language. Good verbal and written communication skills. Planning and organisation. Computer literacy. Interpersonal relations. Flexibility. Teamwork.

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. 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. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in 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 : Ms DP Sambo Tel: (012) 338 7230
APPLICATIONS: Please ensure that you send your application to Private Bag x183, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds at Cnr Bosman and Pretorius Merino Building, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 23/30: SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/378 (2 POSTS)

Office of the Registrar of Deeds

SALARY: R176 310 per annum (Level 5)

CENTRE: Pretoria

REQUIREMENTS: A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES: Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES: Ms DP Sambo Tel: (012) 338 7230

APPLICATIONS: Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Merino Building Cnr Bosman and Pretorius Street, Pretoria, 0002 before the closing date as no late applications will be considered.

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

POST 23/31: SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/379

Office of the Registrar of Deeds

SALARY: R176 310 per annum (Level 5)

CENTRE: Vryburg

REQUIREMENTS: A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES: Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.
ENQUIRIES : Ms A. Golele Tel: (053) 928 1500 / (053) 928 1506
APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 23/32 : SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/380 (2 POSTS)
Office of the Registrar of Deeds

SALARY : R176 310 per annum (Level 5)
CENTRE : Mpumalanga

REQUIREMENTS : A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES : Ms T Makama Tel: (013) 756 4605
APPLICATIONS : Please ensure that you send your application to Private Bag x918, Pretoria, 0001 or Hand deliver it to the Office of the Chief Registrar of Deeds at Cnr Bosman and Pretorius, Pretoria, 0001 before the closing date as no late applications will be considered.

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

POST 23/33 : SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/381
Office of the Registrar of Deeds

SALARY : R176 310 per annum (Level 5)
CENTRE : Bloemfontein

REQUIREMENTS : A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for
goods from end users. Issue goods to end users. Maintain goods register.
Update and maintain register of suppliers.

ENQUIRIES : Ms I Khanyile Tel: (051) 403 0300
APPLICATIONS : Please ensure that you send your application to Private Bag X20613, Bloemfontein, 0001 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New Government Building, Corner Aliwal and Nelson Mandela Drive, Bloemfontein, 9301 before the closing date as no late applications will be considered.

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

POST 23/34 : SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/382 (3 POSTS)
Office of the Registrar of Deeds

SALARY : R176 310 per annum (Level 5)
CENTRE : Pietermaritzburg
REQUIREMENTS : A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES : Ms Z Mthembu Tel: (033) 355 6812
APPLICATIONS : Please ensure that you send your application to Private Bag X9028 Pietermaritzburg,3200 or Hand deliver it to the Office of the Registrar of Deeds: Pietermaritzburg at 300 Pietermaritz Street, Pietermaritzburg,3201 before the closing date as no late applications will be considered.

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

POST 23/35 : SUPPLY CHAIN CLERK REF NO: 3/2/1/2022/383 (3 POSTS)
Office of the Registrar of Deeds

SALARY : R176 310 per annum (Level 5)
CENTRE : Cape Town
REQUIREMENTS : A Grade 12 certificate. No experience required. 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. Planning and organisation skills. Computer skills. Language. Good verbal and written communications skills. Interpersonal relations. Flexibility. Team work.

DUTIES : Render asset management clerical support. 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. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render

ENQUIRIES: Mr T Clark Tel: (021) 464 7601
APPLICATIONS: Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

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

POST 23/36: HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/384
Office of the Registrar of Deeds

SALARY: R176 310 per annum (Level 5)
CENTRE: Cape Town
REQUIREMENTS: Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Planning and organisation. Computer literacy good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES: Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury, on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.) Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.

ENQUIRIES: Mr T Clark Tel: (021) 464 7601
APPLICATIONS: Please ensure that you send your application to Private Bag X9073, Cape Town, 7975 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at 90 Plein Street, Cape Town, 7975 before the closing date as no late applications will be considered.

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

POST 23/37: HUMAN RESOURCE CLERK REF NO: 3/2/1/2022/385
Office of the Registrar of Deeds

SALARY: R176 310 per annum (Level 5)
CENTRE: King Williams Town
REQUIREMENTS: Grade 12 Certificate. No experience required. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Planning and organisation. Planning and organisation. Computer literacy good verbal and written communication skills. Interpersonal relations. Flexibility. Teamwork.

DUTIES: Implement human resource administration practices. Recruitment and Selection (Advertisements, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods e.g.). Implement conditions of services (Leave, Housing, Medical, Injury, on Duty, Long Service Recognition, Overtime, Relocation, Pension, Allowances, PILIR or etc.) Performance Management. Termination of service (indicate the steps). Address human resource administration enquiries. Respond to enquiries from internal and external clients.

ENQUIRIES: Ms M Mobe Tel: (043) 642 2741
APPLICATIONS: Please ensure that you send your application to Private Bag X7402, King Williams Town or Hand deliver it to the Office of the Registrar of Deeds: King Williams Town at 113 Alexander Road King William's Town 5601 before the closing date as no late applications will be considered.

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

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**POST 23/38**: DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/391
Office of the Registrar of Deeds

**SALARY** : R124 434 per annum (Level 3)
**CENTRE** : Pretoria
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

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

**ENQUIRIES** : Ms. DP Sambo Tel: (012) 338 7230
**APPLICATIONS** : Please ensure that you send your application to Private Bag X183 Pretoria 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Merino Building Corner Bosman and Pretorius Street Pretoria 0002 before the closing date as no late applications will be considered.

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

**POST 23/39**: DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/392 (2 POSTS)
Office of the Registrar of Deeds

**SALARY** : R124 434 per annum (Level 3)
**CENTRE** : Johannesburg
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

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

**ENQUIRIES** : Ms. DP Sambo Tel: (012) 338 7230
**APPLICATIONS** : Please ensure that you send your application to Private Bag X183 Pretoria 0001 or Hand deliver it to the Office of the Registrar of Deeds: Pretoria at Merino Building Corner Bosman and Pretorius Street Pretoria 0002 before the closing date as no late applications will be considered.

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

**POST 23/40**: DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/393
Office of the Registrar of Deeds

**SALARY** : R124 434 per annum (Level 3)
**CENTRE** : Mpumalanga
**REQUIREMENTS** : Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.
DUTIES: Archive deeds documents, Sort deeds, documents, interdicts, plans, diagrams and gazette, Bind deeds, documents, interdicts, plans, diagrams and gazette, Number volumes, Report faulty equipment, Convey deeds, documents, office supplies, furniture and equipment, Collect and deliver deeds, documents and post between various sections and other institutions, Move furniture / office supplies and equipment, Maintain volumes, micro rolls and all other documents, Draw, deliver and file volumes / files / micro rolls, Provide feedback to requester if unobtainable, Search for unobtainable volumes, micro rolls and documents and report, Check for missing numbers and report, Repair worn-out and damaged volumes, Maintain the strong rooms, Collect and return strong room keys, Open and lock strong rooms/shutters, Report unauthorized access to supervisor.

ENQUIRIES: Ms. T Makama Tel: (013) 756 4000
APPLICATIONS: Please ensure that you send your application to Private Bag 11239 Nelspruit 1200 or Hand deliver it to the Office of the Registrar of Deeds: Mpumalanga at 25 Bell Street Nelspruit 1200 before the closing date as no late applications will be considered.

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

POST 23/41: DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/394
Office of the Registrar of Deeds

SALARY: R124 434 per annum (Level 3)
CENTRE: Bloemfontein
REQUIREMENTS: Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

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

ENQUIRIES: Mr. I Khanyile Tel: (051) 403 0300
APPLICATIONS: Please ensure that you send your application to Private Bag X20613 Bloemfontein 9300 or Hand deliver it to the Office of the Registrar of Deeds: Bloemfontein at New Government Building, Corner Aliwal and Nelson Mandela Drive Bloemfontein 9301 before the closing date as no late applications will be considered.

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

POST 23/42: DEEDS REGISTRATION CLERK REF NO: 3/2/1/2022/395 (2 POSTS)
Office of the Registrar of Deeds

SALARY: R124 434 per annum (Level 3)
CENTRE: Cape Town
REQUIREMENTS: Grade 10. No experience, Ability to identify, classify and record a large variety of official documents, Knowledge of records management. Computer literacy, filling skills, archiving skills, Communication skills (Verbal and Written), Good interpersonal skills, Liaison skills, Time management and Client relations.

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

**ENQUIRIES** :  
Mr. T Clark Tel: (021) 464 7601

**APPLICATIONS** :  
Please ensure that you send your application to Private Bag X9073 Cape Town 8000 or Hand deliver it to the Office of the Registrar of Deeds: Cape Town at New Revenue Building 90 Plein Street Cape Town 8001 before the closing date as no late applications will be considered.

**NOTE** :  
Coloured, Indian and White Females and African, Indian and White Males and Persons with disabilities are encouraged to apply.
DEPARTMENT OF CORRECTIONAL SERVICES

APPLICATIONS: Head Office: Department of Correctional Services, Post Advertisement Section, Private Bag X136, Pretoria, 0001 OR hand deliver at: 124 WF Nkomo Street, Poyntons Building, Cnr WF Nkomo and Sophie De Bruyn Street, Pretoria, 0001 (Previous: Cnr Church and Schubart Street)

CLOSING DATE: 11 July at 15H45

NOTE: Before you apply: All costs associated with an application will be borne by the applicant. The Department of Correctional Services is an equal opportunity employer. The Department will take into consideration the objectives of Section 195 (1) (i) of the Constitution of the Republic of South Africa, 1996 (Act 108 of 1996) and the Employment Equity Act, 1998 (Act 55 of 1998) in filling of these vacancies. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. In support of this strategy, applicants need to indicate race, gender and disability status on the application form/CV. Applicants who have retired from the Public Service with a specific determination that they cannot be re-appointed or have been declared medically unfit will not be considered. Please take note that correspondence will only be conducted with the shortlisted candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application is unsuccessful. Please do not call the department to enquire about the progress of your application. Applicants must note that further checks will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, and criminal records verification. Appointment to some of these posts will be provisional, pending the issue of a security clearance. If you cannot get a security clearance, your appointment will be re-considered/possibly terminated. Finger prints may be taken on the day of interview. The Department of Correctional Services reserves the right not to fill any of these advertised posts.

Applications: “Applications must be submitted on the new Z83 form (Public Service application form) obtainable from any Public Service department and must be completed in full. Only a detailed CV should be attached to your application form. Only shortlisted candidates will be required to submit certified copies not older than 6 months of qualifications and other related documents on or before the day of the interview.” Please send a separate and complete application for each post you apply for, stating the correct reference for each position you are interested in. Faxed and e-mailed applications will not be accepted. Candidates must comply with the minimum appointment requirements. CV’s should be aligned to reflect one’s degree of compliance with the advert requirements and responsibilities. It is the sole responsibility of an applicant to ensure that their application reaches DCS before 11 July 2022 @ 15h45. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

OTHER POSTS

POST 23/43: DEPUTY DIRECTOR: DEPARTMENTAL BUSINESS PLANS REF NO: HO 2022/06/01
Directorate: Management Accounting

SALARY: R744 255 per annum (all-inclusive package)
CENTRE: National Head Office: Pretoria
REQUIREMENTS: An appropriate national diploma/degree in Financial Management or equivalent. 3-5 years relevant experience in management accounting at supervisory/management level (ASD). Computer literacy. Valid driver’s licence. Competencies And Attributes: Extensive knowledge of the public finance management act and treasury regulations. Knowledge of BAS; knowledge and experience of policy and procedures related to Budget Planning. Budget process in a government environment. Extensive Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Act, PSCBC Resolutions and other Governmental prescripts regarding

DUTIES:
Responsibilities: Co-ordination and management of department budgetary process and support to head office and regions. Co-ordinate and consolidate department MTEF budget and estimates of national expenditure (ENE). Co-ordinate the process of budget bilateral hearing with department units and national treasury. Facilitate and consolidate annual spending plan. Provide secretarial services to the departmental budget committee. Render program financial planning support, undertake costing of departmental activities. Formulation of development of, maintenance of and advice on financial policies. Pertaining to management accounting department. Verification and management of assets in the directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of human resources, finance and assets.

ENQUIRIES:
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE:
Appointment under the Public Service Act.

POST 23/44:

DEPUTY DIRECTOR: ACCOUNTS AND BOOKKEEPING REF NO: HO 2022/06/02
Directorate: Financial Accounting

SALARY:
R744 255 per annum (all-inclusive package)

CENTRE:
National Head Office: Pretoria

REQUIREMENTS:

DUTIES:
Responsibilities: Administration of banking and cash flow management. Exercise control over exchequer accounts, departmental ledger and activity allocations. Ensure that all suspense accounts that must have zero balance at month-end and year end closure are zero to enable the department closes on its own BAS for the month-end and the financial year end. Analyze the general ledger and trial balance of the entire department and ensure that all accounts are correctly stated, for example, that all expenditure items should have debit balances only. Ensure that all suspense accounts are cleared. Coordinate and compile monthly compliance certificate. Prepare monthly financial statements, quarterly financial statements as well as annual financial statements. Manage Safety Web. Ensure that all officials under DD: Accounts and Bookkeeping responsibility receive necessary training. Monitor and supervise staff.

ENQUIRIES:
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE:
Appointment under the Public Service Act.

POST 23/45:

DEPUTY DIRECTOR: FUNDS AND SCHEMES REF NO: HO 2022/06/03
Directorate: Facilities Funds Management

SALARY:
R744 255 per annum (all-inclusive package)

CENTRE:
National Head Office: Pretoria

REQUIREMENTS:
Recognized degree or national diploma in Public Management or equivalent qualification. 3-5 years’ management experience in a comparable finance and
social clubs environment. Computer literacy. Valid driver’s licence.

**Competencies And Attributes:**
- Financial management
- Problem solving and decision making
- Facilitation skills
- Plan, organise, lead and control
- Change management
- Team leadership
- Project management
- Presentation skills
- Conflict management
- Report writing
- Training and development
- Time management
- Confidentiality
- Coaching and mentoring
- Understanding public service policy and legislative framework
- Services delivery and client orientation
- Integrity and honesty
- Assertiveness
- Ability to network
- Influence and impact.

**DUTIES**

Responsibilities: Manage facilities Funds and Schemes and ensure that funds and schemes are annually audited. Manage, Develop and review facilities funds schemes clubs and Messes policies, procedures, processes and guidelines and monitor the implementation thereof. Manage and monitor the administering of sport fund portfolio as well as Widows and Orphans fund portfolios in terms of applicable policies, processes and guidelines. Manage and Monitor the operations of Karridene Resort in line with the agreement between DCS Facilities Fund and Protea Hotel Group (Marriot International). Manage the administering of Clubs and Messes operations. Management of human resources, finance and assets.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/46**

**ASSISTANT DIRECTOR: SECRETARIAT TENDER COMMITTEE REF NO: HO 2022/06/04**

Directorate: Procurement

**SALARY**

R382 245 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**

Responsibilities: Monitor the implementation of BBBEE and communicate with bidders on bid related results. Coordinate the training of Senior Provisioning Administration Officers and development of training manuals. Coordinate the sitting and preparation for Bid committee meetings. Ensure the effective implementation of procedures and guidelines with regards to Bid committee. Management of resources.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/47**

**ASSISTANT DIRECTOR: LOGISTICAL LOSS CONTROL REF NO: HO 2022/06/05**

Directorate: Logistics

**SALARY**

R382 245 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**

National diploma or degree in Supply Chain Management/ Purchasing Management/ Procurement or equivalent qualification. 3-5 years’ experience gained at supervisory level. Computer literate. Valid driver’s licence. Competencies And Attributes: Labour legislation committed, ethical, initiative. Supply chain manuals- procurement, PASM chapter 12,14,15, PFMA chapter 5, PASM chapter 15, IBAS manual, GRAP. White paper on corrections (applicable sections). DSC strategic plan (applicable sections). Managing
interpersonal conflict and resolving problems. Ability to access and utilize information. Project management. Analytical thinking, liaison, monitoring and advisory skills.

**DUTIES**: Responsibilities: Manage or control proactive steps to prevent losses. Manage or control of firearms report. Manage or control the implementing of announced delegated powers. Manage/ control decisions which were taken on logistical work sessions. Support the formulation and development of supply management system. Assist with the formulation of development of maintenance of and advice on policy and procedures with loss control management, and research of best technology. Monitor and evaluate loss control evaluation of assets taking reports. Control and administering the announcement of delegated powers. Provide needs-based information and support to management. Assist and provide logistical information and advice to the Director: Logistics. Assist with alignment of departmental policies. Assist managers on the handling of losses. Handling of monitoring visits. Responsible for the submission of the reports pertaining to losses to the Director: Logistics. Management of resources.

**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/48**: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT SUPPORT REF NO: HO 2022/06/06
Directorate: Procurement

**SALARY**: R382 245 per annum

**CENTRE**: National Head Office: Pretoria


**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/49**: ASSISTANT DIRECTOR: BUDGET CONTROL: HEAD OFFICE AND COLLEGES REF: HO 2022/06/07
Directorate: Financial Accounting

**SALARY**: R382 245 per annum

**CENTRE**: National Head Office: Pretoria


**DUTIES**: Responsibilities: Manage arrangements. Assist with regards to financial planning and management. Serve as a financial agent between CFO, Directorates at Head Office and the Colleges. Giving financial advice to our clients, management and other officials. Control the budget. Control over
suspense account (ledger accounts). Revenue and budget management. Examine the department’s operations to identify sources or potential sources of revenue. Regular evaluation of the effectiveness of sources of revenue; timeous collection of revenue. Ensure that sound systems and procedures for Budget management and control are in place. Manage the responsibilities of Section 45 of the PFM Act. Ensure that the system of financial management and internal control established for Correctional Services is carried out within the area of responsibility of that official. Effective, efficient, economical and transparent use of financial and other resources within that official’s area of responsibility. Accounting and reporting requirements. Design, implement and maintain accounting systems to ensure complete, valid, accurate and timeous financial/non-financial information. Maintenance of appropriate and consistent financial/non-financial reports that satisfy the needs of the users of financial/non-financial information. Guidance on regular performance reporting to management. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/50: ASSISTANT DIRECTOR: PERSONNEL COMPENSATION REF: HO 2022/06/08
Directorate: Financial Accounting

SALARY: R382 245 per annum
CENTRE: National Head Office: Pretoria

DUTIES: Responsibilities: Monitoring and controlling of Service Termination cases on PERSAL and managing employees Deduction Pay Over to relevant institutions. Manage clearance of Suspense Accounts that falls under Sub-Directorate Accounting. Management of Payroll, Garnishee Order, PERSAL Exception and ensure the timeous reconciliation of all Deduction Ledger Accounts. Management of employees’ tax. Management of Sundry Salary related payments. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/51: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT ADMINISTRATION REF: HO 2022/06/09
Directorate: Management Accounting

SALARY: R382 245 per annum
CENTRE: National Head Office: Pretoria
REQUIREMENTS: Relevant three (3) year degree or national diploma in a financial management related field with cost and management accounting as a major subject. 3-5 years relevant experience in budgeting or similar environment as a senior state accountant. Computer literate. Valid driver’s licence. Competencies and Attributes: Problem solving and decision making. Sound knowledge of government transversal systems including BAS and the budgeting process. Service delivery and client orientation, integrity and honesty. Assertiveness, influence and impact and ability to network. Strong leadership qualities. Excellent verbal and written communication skills.

DUTIES: Responsibilities: Advice and assist managers with costing of short, medium and long-term plans. Manage and advice on the re-prioritization of funds to ensure that they are directed and utilized to the best achievement of the departmental objectives. Manage and consolidate of budget inputs from
regions. Evaluate and interrogate inputs from regions for the medium-term expenditure framework (MTEF) budget and estimates of national expenditure (ENE). Ensure that the department complies with the PFMA, treasury regulations and treasury guidelines for the compilation and submission of the medium-term expenditure framework work (MTEF) budget and the estimates of national expenditure (ENE). Manage the alignment budget with the operational and strategic plans. Manage the breakdown per month of anticipate revenue and expenditure for that financial year. Develop, implement and maintain budget planning policies and procedures. Manage reporting of relevant and critical financial management information to senior and external stakeholders. Execute responsibilities of officials in section 45 of the PFMA. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 12 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/52:

ASSISTANT DIRECTOR: AGRICULTURE OPERATIONS REF: HO 2022/06/10

Directorate: Production Workshops and Agriculture

SALARY: R382 245 per annum

CENTRE: National Head Office: Pretoria


DUTIES: Responsibilities: Provide agricultural technical/advisory services at operational level. Provide support in policy design and development. Provide support on the compilation and execution of the Operational Plan. Oversee agricultural operations and monitor production performance against the targets nationally. Optimize the use of agricultural resources for enhancement of self-sufficiency and offender development. Conduct monitoring and evaluation of farms. Deliver organizational and scientific support service to the Sub-Directorate Agriculture. Manage human resources, finances and assets. Provide support on development and training of agricultural personnel. Ensure stakeholder relations is maintained. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/53:

SENIOR ADMINISTRATION OFFICER: PLANT/CROP PRODUCTION REF: HO 2022/06/11

Directorate: Production Workshops and Agriculture

SALARY: R321 543 per annum

CENTRE: National Head Office: Pretoria

**DUTIES**

Responsibilities: Provide agricultural plant/crop production technical/advisory services to the Department. Provide support in policy design and development. Provide inputs in the compilation of the operational and strategic plan objectives. Monitor optimum utilization of agricultural resources for enhancement of self-sufficiency and offender development. Management of resources.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/54**

**SENIOR STATE ACCOUNTANT: BUDGET PLANNER: ADMINISTRATION**

**REF: HO 2022/06/12**

Directorate: Management Accounting

**SALARY**

R321 543 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**

Relevant degree/ national diploma in financial management related field with cost and management accounting as a major subject. Minimum of three (3) years relevant experience in budgeting or similar environment. Computer literate. Valid driver's licence. Competencies and Attributes: Good knowledge of public finance management act, treasury regulations, report writing, problem solving skills, interpersonal relations, policy implementation, conflict resolution, communication skills, typing skills. Sound knowledge of BAS and the budgeting process. Integrity and honest, friendly and adaptability, confident, self-discipline. Ability to work under pressure and punctuality. Excellent verbal and written communication skills.

**DUTIES**

Responsibilities: Support the Assistant Director Budgets with the costing of short, medium and long-term plans. Render programmes financial planning support and compilation of financial and non-financial related reports. Assist with the updating and compilation of MTEF and ENE budgets. Assist with the updating and consolidation of annual spending plan. Render budget committee secretariat functions. Assist with the development, implantation and maintenance of budget planning policies procedures. Render administrative and financial support within the directorate including the compilation of directorate’s budget and spending plan. Verification and management of assets in the directorate. Execute responsibilities of officials as stipulated in section 45 of the PFMA. Management of resources.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/55**

**SENIOR PROVISIONING ADMINISTRATION OFFICER: COMMODITY MANAGEMENT**

**REF: HO 2022/06/13**

Directorate: Procurement

**SALARY**

R321 543 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**

Responsibilities: Coordinate and administer the effective use of commodities in line with the commodity policy. Administer and provide advice and support with regard to the commodity policy and the implementation thereof. Attend to audit queries. Management of resources.

**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.
<table>
<thead>
<tr>
<th>POST 23/56</th>
<th>SENIOR STATE ACCOUNTANT: FINANCIAL TRAINING REF: HO 2022/06/14</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R321 543 per annum</td>
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<tr>
<td>CENTRE</td>
<td>National Head Office: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. 2-3 years relevant finance experience. Computer literate. Valid driver’s licence.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.</td>
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<td>NOTE</td>
<td>Appointment under the Public Service Act.</td>
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<tr>
<th>POST 23/57</th>
<th>SENIOR STATE ACCOUNTANT: ACTIVITY CONTROL REF: HO 2022/06/15</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R321 543 per annum</td>
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<tr>
<td>CENTRE</td>
<td>National Head Office: Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>An appropriate three-year national diploma or degree in Finance with Accounting, Management Accounting and or Financial Information System as a major subject. 2-3 years relevant finance/tax experience. Computer literate. Valid driver’s licence.</td>
</tr>
<tr>
<td>ENQUIRIES</td>
<td>Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.</td>
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<td>NOTE</td>
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<tr>
<th>POST 23/58</th>
<th>SENIOR STATE ACCOUNTANT: FINANCIAL DIRECTIVES AND POLICIES REF NO: HO 2022/06/16</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R321 543 per annum</td>
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<tr>
<td>CENTRE</td>
<td>National Head Office: Pretoria</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Degree or national diploma in Finance related field with Financial Accounting/Cost and Management Accounting as a major subject. 2-3 years relevant finance experience. Willingness to work outside normal working hours. Computer literate. Valid driver’s licence.</td>
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<td>ENQUIRIES</td>
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ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/59: SENIOR STATE ACCOUNTANT: COMPENSATION CONTROL REF NO: HO 2022/06/17
Directorate: Financial Accounting

SALARY: R321 543 per annum

CENTRE: National Head Office: Pretoria


ENQUIRIES: Mr Mokotjo TN Tel No: 12 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/60: SENIOR STATE ACCOUNTANT: TAX CONTROL REF NO: HO 2022/06/18
Directorate: Financial Accounting

SALARY: R321 543 per annum

CENTRE: National Head Office: Pretoria

and honesty. Confidentiality. Good interpersonal relations, Assertiveness, ability to work independently as well as in a team.

**DUTIES**
- Responsibilities: Prepare and submit Annual and Bi-annual employees tax reconciliation and payments to SARS. Responsible for Monthly Employees Tax Reconciliation and payments to SARS. Manage the checking and control of Tax on Service Terminations on PERSAL. Administration of Employees Tax Certificates. Clearing suspense accounts on salary related accounts. Management of resources.

**ENQUIRIES**
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
Appointment under the Public Service Act.

**POST 23/61**
SENIOR STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2022/06/19
Directorate: Financial Accounting

**SALARY**
R321 543 per annum

**CENTRE**
National Head Office: Pretoria

**REQUIREMENTS**

**DUTIES**
- Responsibilities: Control the accounting of State monies and petty cash of Head Office. Control over BAS ledger accounts and institution of various debt accounts. Control over payment of subsistence and travel advances for Head Office. Approve BAS Sundry payment advices, BAS journals, BAS Receipts, BAS Debt take-on and Telephone Registers for Financial Control Office. Control the correct issuing of receipts and the correct data capturing on BAS. Checking of claims for Motor Finance Scheme for senior employees. Control over Z59 salary claims for Head Office. Handle the monthly telephone list as prescribed in the procedure manual. Ensure that the personnel in the section comply with the norms and the standards of the Directorate Financial Accounting. Manage, train and supervise personnel. Handle sensitive queries from clients. Acting in higher positions on an “Ad Hock” basis when necessary. Execute the responsibilities of officials as stipulated in terms of Section 45 of the PFMA. Management of resources.

**ENQUIRIES**
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
Appointment under the Public Service Act.

**POST 23/62**
SENIOR STATE ACCOUNTANT

**SALARY**
R321 543 per annum

**CENTRE**
National Head Office: Pretoria Office of the CFO Ref No: HO 2022/06/19
Office of the CDC Incarceration and Corrections Ref No: HO 2022/06/21
Office of the CDC Community Corrections Ref No: HO 2022/06/22

**REQUIREMENTS**

**DUTIES**
- Responsibilities: Compiling the branch expenditure reports. Monitoring of irregular and wasteful expenditure and ensure that measures are in place to prevent such. Compiling the monthly disclosure report. Consolidate all the chief-directorate (Branch) disclosure financial reports for gifts and registers. Prepare monthly projection branch expenditure. Coordinate budget monthly
meetings for the branch. Compile branch monthly asset register in the office of the CDC. Monitoring financial performance. Coordination and compilation of the Branch Medium-Term Expenditure Framework (MTEF) budget and the Estimates of National Expenditure (ENE). Capturing of inputs from the Branch for MTEF. Coordinate the rendering of support service by the Financial Control Office (FCO) in terms of giving financial and budgetary advice to the Directors within the Branch. Render an office support service to the branch. Ensure effective utilisation and control over resources of the office. Execute responsibilities of officials as stipulated in Section 45 of the PFMA.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/63: SENIOR PROVISIONING ADMINISTRATION OFFICER: HEAD OFFICE STORES REF NO: HO 2022/06/23
Directorate: Logistics

SALARY: R321 543 per annum

CENTRE: National Head Office: Pretoria


DUTIES: Responsibilities: Implementation of asset management policy. Monitor and control transfer of assets. Manage the administration of the warehouse for assets. Supervise the asset verification and logistical processes and asset reconciliations. Manage the asset disposal process for Head Office. Supervise the reconciliation between BAS and LOGIS. Facilitate logistical training on assets. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.

POST 23/64: STATE ACCOUNTANT REF NO: HO 2022/06/24
Directorate: Financial Accounting

SALARY: R261 372 per annum

CENTRE: National Head Office: Pretoria


DUTIES: Responsibilities: Control and authorise creditor, sundry payments and journals. Checking and authorising payments due to other Department, suppliers such as: Telkom, Auditor General, Department of Justice (attorney’s claims), Transnet (Spoornet, XPS, PX), first Auto. Control and manage Ledger accounts. Request reports and identify problems on a monthly basis. Perform all the administrative functions required of the job. Budget and Financial Management. Management of resources.

ENQUIRIES: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

NOTE: Appointment under the Public Service Act.
**POST 23/65**

**STATE ACCOUNTANT: LEDGER CONTROL REF NO: HO 2022/06/25 (2 POSTS)**

Directorate: Financial Accounting

**SALARY**: R261 372 per annum

**CENTRE**: National Head Office: Pretoria


**DUTIES**: Responsibilities: Control over Asset and Liability accounts. Ensure proper recording of all transactions in appropriate accounts and ledgers. Ensure correct closure of account months and financial year. Ensure that closure is done in terms of National Treasury requirements. Control over BAS input documents. Ensure all documents captured are authorized. Ensure that all documents are available for audit purposes. Perform daily office duties. Maintaining fax machine. Sorting and distributing of mail. Sorting and distributing of faxes. Ensure safe-keeping of old reports. Request Stationary monthly according to office needs. Control over Inter responsibility clearance account. Ensure that outstanding cases are cleared. Monthly reporting on status of suspense accounts to Directorate: Financial Management. Ensure that reporting is done in accordance with PFMA Section 32. Responsibilities in accordance with the PFM Act, Section 45. Ensure that the system of financial management and internal control established for Correctional Services is carried out within his/her area of responsibility. Management of resources.

**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/66**

**STATE ACCOUNTANT: DEDUCTION CONTROL REF NO: HO 2022/06/26**

Directorate: Financial Accounting

**SALARY**: R261 372 per annum

**CENTRE**: National Head Office: Pretoria

**REQUIREMENTS**: An appropriate three (3) year degree or national Diploma in Accounting or Financial Management or equivalent qualification. 1-2 years’ experience in a financial management environment. In depth knowledge of BAS system. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial training skills, data analysis skills and communication skills. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Computer literacy, Ability to prioritise and manage multiple tasks, Innovative and creative. Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, Ability to network, Integrity and honesty.


**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/67**

**STATE ACCOUNTANT: EXPENDITURE CONTROL REF NO: HO 2022/06/27**

Directorate: Financial Accounting

**SALARY**: R261 372 per annum

**CENTRE**: National Head Office: Pretoria

Service transformation processes. Good interpersonal relations. Ability to network. Integrity and honesty.

**DUTIES**


**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/68**

STATE ACCOUNTANT: BUDGET CONTROL REF NO: HO 2022/06/28

Directorate: Financial Accounting

**SALARY**

R261 372 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**

National Diploma/Degree in Finance or relevant qualification. 1-2 years relevant experience in Finance. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations, Computer literacy. Ability to prioritise and manage multiple tasks, Innovative and creative. Understanding of Public Service policy and legislative framework, understanding of broader Public Service transformation processes, Good interpersonal relations, Ability to network, Integrity and honesty.

**DUTIES**


**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/69**

STATE ACCOUNTANT: TAX CONTROL REF NO: HO 2022/06/29 (2 POSTS)

Directorate: Financial Accounting

**SALARY**

R261 372 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**

of tax related queries. Perform all the administrative functions required of the job. Budget and financial management. Management of resources.

**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/70**: **STATE ACCOUNTANT: PERSONNEL COMPENSATION REF NO: HO 2022/06/30**

**SALARY**: R261 372 per annum

**CENTRE**: National Head Office: Pretoria

**REQUIREMENTS**: National diploma/degree in Finance or relevant qualification. 1-2 years’ experience in Finance. Computer literate. Valid driver’s licence. Competencies And Attributes: Financial Training skills, Data analysis skills, Communication skills, Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Knowledge of White Paper on Corrections, Understanding of Public Service legislative framework, Networking skills, Integrity and honesty.


**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/71**: **STATE ACCOUNTANT: EXCHEQUER CONTROL REF NO: HO 2022/06/31**

**SALARY**: R261 372 per annum

**CENTRE**: National Head Office: Pretoria


**ENQUIRIES**: Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**: Appointment under the Public Service Act.

**POST 23/72**: **PROVISIONING ADMINISTRATION OFFICER: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: HO 2022/06/32**

**SALARY**: R261 372 per annum

**CENTRE**: National Head Office: Pretoria

**DUTIES**
Responsibilities: Administer and verify compliance regarding the PPP Contract. Administer and maintain relation to suppliers' contracts for public/private partnerships. Liaise with Treasury with regard to contract deviations as well as private party networking and negotiation. Management of resources.

**ENQUIRIES**
Mr Mokotjo TN 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
Appointment under the Public Service Act.

**SALARY**
R261 372 per annum

**CENTRE**
Zonderwater Training College

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
Appointment under the Public Service Act.

**SALARY**
R176 310 per annum

**CENTRE**
Kroonstad Training College

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**
Appointment under the Public Service Act.

**SALARY**
R176 310 per annum

**CENTRE**
National Head Office: Pretoria

**REQUIREMENTS**
National diploma/degree in Finance or relevant qualification. Relevant experience in Finance will be an added advantage. Computer literate.
Competencies And Attributes: Financial Training skills, Data analysis skills and communication skills. Problem solving skills, Knowledge of Public Financial Management Act (PFMA), Treasury Regulations. Computer literacy, Ability to prioritise and manage multiple tasks. Innovative and creative, Understanding of Public Service policy and legislative framework. Understanding of broader Public Service transformation processes. Good interpersonal relations, Ability to network, Integrity and honesty.

**DUTIES**


**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.

**POST 23/76**

CLERK: EXPENDITURE CONTROL REF NO: HO 2022/06/36
Directorate: Financial Accounting

**SALARY**

R176 310 per annum

**CENTRE**

National Head Office: Pretoria

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr Mokotjo TN Tel No: 012 307 2039/ Mr Y Naidoo 012 307 2079/ Ms TP Baloyi 012 305 8589 or Ms Khumalo NS 012 307 2174.

**NOTE**

Appointment under the Public Service Act.
ANNEXURE C

DEPARTMENT OF DEFENCE

CLOSING DATE : 15 July 2022 (Applications received after the closing date and faxed copies will not be considered).

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Certified documents which should not be older than six months on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. Successful candidates will be appointed on probation for the period of twelve (12) months in terms of the prescribed rules.

OTHER POSTS

POST 23/77

DEPUTY DIRECTOR AUDIT MANAGER: REF NO: IAD/29/23/22/01
Internal Audit Division

SALARY : R882 042 per annum (Level 12)

CENTRE : Centurion, Pretoria.


DUTIES : Ensure compliance with established policies, procedures and applicable laws and regulations. Participate in the development of a risk register. Track Audit coverage and report on progress to the Director. Develop, monitor and manage the Department’s audit universe and compliance with internal audit policies. Review and appraise the soundness, adequacy and application of the accounting, financial and operational controls. Evaluate the effectiveness and efficiency of the internal control system in the DOD. Perform audits on projects.
Discuss and clear audit finding and reports with line management. Communicate results in writing including objectives, scope, applicable conclusions, recommendations and action plans. Examine the effectiveness and means of safeguarding assets. Coordinates a Risk Register upon which plans will be developed. Develop and record a plan for each engagement, including the scope, objectives, timing and resource allocations. The development and implementation of a three-year audit strategic plan. Provide consulting and advisory services as requested and as appropriate. Examine the accuracy of internal records, information systems, management procedures and internal controls. Identify areas where continuous assurance audits can be performed. Recommend necessary improvements in the internal control systems. Participate on systems implementation, and other information technology committees. Promote governance and a culture of professionalism. Perform quality reviews on audit work carried out. Supervise audits in accordance with the Internal Audit Standards. Train and develop subordinates. Lead and guide audit teams on engagements. Manage and motivate subordinates. Evaluate performance and development of subordinates. Identify and report on control deficiencies relating to compliance with financial and operational policies and procedures.

ENQUIRIES: Mrs Adiri Rocher, Tel no (012) 649 1065/ Ms S. Nkosi, Tel (012)649 1031.

APPLICATIONS: Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered to Internal Audit Division, Eco Glades 1, Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion, Pretoria.

NOTE: All costs incurred to your application and interview will be at your own expense.

POST 23/78: DEPUTY DIRECTOR AUDIT MANAGER: (PERFORMANCE INFORMATION): REF NO: IAD/29/23/22/02

Internal Audit Division

SALARY: R882 042 per annum (Level 12)

CENTRE: Centurion, Pretoria.


DUTIES: The successful incumbent will be responsible to evaluate whether compliance with relevant legislation, National Treasury frameworks and policies has been achieved in the development of the Department of Defence’s (DOD) Strategic planning and reporting documents that includes: Five years Strategic Plan (SP) horizon with planned projects and programme implementation; Annual Performance Plan (APP) including forward projections for a further two years, consistent with the medium-term expenditure framework (MTEF) period. Analysis and interpretation of the requirements related to the SP and APP of a public institution. Verification/assessment of the in-year implementation data (evidence) of the QPR against the achievements for the implementation of the APP drawing up of the AR subjected to an annual review and oversight process. The assessment of the reported data related to reliability of performance information reported criteria (Validity, accuracy and completeness).Review/asses the consistency/alignment of inputs to the Annual Report against the DOD APP (Mandate of the institution, Strategic objectives as indicated in the SP, and Performance indicators and targets), Budgetary as indicated in the APP and QPR’s. Assess the submission processes of Quarterly Performance Report (QPR) and Annual Report(AR) according to National Treasury reporting calendar timelines and the provision
of information to DOD executive authorities, Audit Committee, National Treasury, the Presidency and Parliamentary portfolio committees. Ensure that controls around the development and maintenance and reporting of the SP, APP, QPR’ and AR are appropriately designed and effectively implemented.

ENQUIRIES : Mrs Adria Rocher, Tel no (012) 649 1065/ Ms S. Nkosi, Tel (012) 649 1031.
APPLICATIONS : Department of Defence, Internal Audit Division, Private Bag X910, Pretoria, 0001 or hand-delivered to Internal Audit Division, Eco Glades 1, Block Aries, 70 Ribbon Grass Rd, Eco Park, Centurion, Pretoria.
NOTE : All costs incurred to your application and interview will be at your own expense.

Human Resource Division (Command Division)

SALARY : R176,310 per annum (Level 5)
CENTRE : Armscor Building, Erasmuskloof, Pretoria.
REQUIREMENTS : Grade 12 (NQF Level 4). Previous Secretarial experience will be an added advantage. Special requirements (Skills needed): Knowledge of Word, Excel and PowerPoint. Ability to communicate effectively in English (written and verbal). Analytical and innovative thinking ability as well as problem solving skills. Excellent interpersonal skills. Sound organizational skills. High level of reliability. Ability to act with tact and discretion.

DUTIES : Record appointments and events and manage the Deputy CHR diary. Receive telephone calls and refer to the correct role players. Provide secretarial functions in board meetings. Write/type documents, memorandums, letters and reports. Compile minutes correctly. Deal with classified files and documents. Arrange meetings and events for Deputy CHR. Process the travel and subsistence claims for the Deputy CHR. Identify venues, invite role players, organize refreshments and set up schedules for meetings and events. Collect all relevant documents for meeting. Keep a filing system. Operate office equipment. Keep updated with policy and procedures. Co-ordinate logistical arrangements for visitors visiting the Deputy CHR. Scrutinize documents to determine action/information/other documents required for meetings. Record all minutes/decisions and communicate to all relevant role players and make follow-up on progress. Keeping prescribed registers. Make Photostat copies as directed. Receiving and transmitting Fax messages for the Deputy CHR. Internal liaison with Directorate members.

ENQUIRIES : Lt Col G. Smit Tel (012) 355 6366/Capt F.D. Nkosi Tel (012) 355 5102
APPLICATIONS : Department of Defence, Human Resource Division, Directorate Human Resource Divisional Staff, Private Bag X159, Pretoria, 0001 or may be hand delivered to Department of Defence, Armscor Building, Human Resource Division, Directorate Human Resource Divisional Staff, c/o Delmas and nossob Street, Erasmuskloof, Pretoria, 0045, Block 1, Level 2, Room 102.
NOTE : This post is re-advertised in the DOD and broader Public Service. All applicants who previously applied for Advertisement Secretary Ref No: DS/21/22/01 are encourage to re-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.

CLOSING DATE: 11 July 2022 at 16:00

NOTE: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. 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). Applicants who do not comply with the above-mentioned requirements, as well as applications received late will not be considered. The Department does not accept applications via 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which is communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship 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)

ERRATUM: Kindly note that the requirement for the advertised three posts of Security Officer at the Compensation Fund, Pretoria with Ref. No. HR5/1/2/3/73 also include Private Security Industry Regulatory Authority Grade C. 1-2 years functional Experience and, Statutory Body Requirements: PSIRA Qualification Grade C, therefore applicants who wish to apply for the above-mentioned post must also be in a position of the above indicated experience and other relevant qualification(s) as indicated above. The rest of the advert information remains the same. The post is advertised on PSVC No: 22 dated 17 June 2022 with a closing date of 04 July 2022, note that the closing date for this post is extended to 11 July 2022. Sorry for inconvenience caused.

Enquiries: Ms MS Mabaswa: Tel: 012 319 9479

OTHER POSTS

POST 23/80

SPECIALIST: OCCUPATIONAL HEALTH AND SAFETY REF NO: HR 4/4/8/45

SALARY: R882 042 per annum (all inclusive)
CENTRE: Provincial Office: Northern Cape

REQUIREMENTS: Three (3) years relevant tertiary qualification in Environmental Health/Analytical Chemistry/Chemical/ Electrical & Mechanical/ Civil & Construction Engineering. Two (2) years management experience. Three years functional experience in Health and Safety inspection/ services. Valid driver's License

Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho pele principles.

DUTIES: Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure, Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship, Manage and conduct advocacy and educational programmes directed towards internal and external stakeholders, Manage all the resources of the Sub-directorate such as Human Resources; Financial Resources; Assets, etc.

ENQUIRIES: Mr IS Vass Tel: (053) 838 1702

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

FOR ATTENTION: Human Resources Operations, Provincial Office Kimberley

POST 23/81: ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATIONS METAL, UPHOLSTERY WOOD/ TEXTILE (X2 POSTS)

SALARY: R477 090 per annum

CENTRE: Supported Employment Enterprise: Bloemfontein- Ref No: HR 4/22/05/01 (X1 post)


DUTIES: Manage and monitor production within the factory. Manage the perational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within factory.

ENQUIRIES: Ms ME Msiza Tel: 012 843 7409

APPLICATIONS: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION: Sub-directorate: Human Resources Operations, Head Office

POST 23/82: FACTORY INSTRUCTOR: WOOD (X2 POSTS)

SALARY: R477 090 per annum

CENTRE: Supported Employment Enterprise: Bloemfontein- Ref No: HR 4/22/05/01 (X1 post)


DUTIES: Implement product manufacturing process and operations within the Factories. Coordinate the development of products in the factories. Ensure compliance to
the Occupational Health and Safety in the factory Manage Human Resources in the factory.

ENQUIRIES : Ms ME Msiza Tel: 012 843 7409
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 23/83 : ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/7/88

SALARY : R382 245 per annum
CENTRE : Provincial Office Mpumalanga

DUTIES : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations etc. Manage user access to financial & personnel systems (BAS, Persal, Safety web, etc). Coordinate, review, analyse and the Provincial budget and utilisation of resources. Monitor the management of revenue, petty cash and debt in the Province. Manage expenditure in the Province. Manage all resources of the Section.

ENQUIRIES : Ms N Mashibini Tel: 013 653 3800
APPLICATIONS : Deputy Director: Finance, Private Bag X7263, Emalahleni, 1035 or hand or deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 23/84 : CHIEF REGISTRY CLERK (SUPERVISOR) REF NO HR 4/22/06/10HO

SALARY : R261 372 per annum
CENTRE : Head Office, Pretoria

DUTIES : Monitor and control Departmental Correspondence. Supervise the overall use of file plan in registry. Develop, implement and maintain the file tracking schedule. Records Classification in Central Registry. Supervise Registry and Reproduction Services.

ENQUIRIES : Ms. P Mokomane Tel: (012) 309 4075
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
**POST 23/85**  
**CLIENT SERVICE OFFICER (X 2 POSTS)**

**SALARY**: R211 713 per annum  
**CENTRE**: Pietermaritzburg Labour- Ref No: HR4/4/5/32 (1X post)  
Kuruman Labour Centre: Northern Cape-Ref No: HR 4/4/8/43 (1X post)  
**DUTIES**: Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA.  
**ENQUIRIES**:  
Mr MSJ September Tel (033) 341 5300.  
Mr Z Gwiliza Tel: (053) 712 3952  
**APPLICATIONS**:  
Deputy Director: Labour Centre Operations  
OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.  
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road  
**FOR ATTENTION**: Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.  
Human Resources Operations, Provincial Office Kimberley

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**POST 23/86**  
**ADMINISTRATION CLERK: PROPERTY ACQUISITION AND LEASING REF NO HR 4/22/06/09HO**

**SALARY**: R176 310 per annum  
**CENTRE**: Head Office, Pretoria  
**REQUIREMENTS**: Grade 12. No experience required. Knowledge: Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Batho Pele Principles, Occupational Health and Safety. Skills: Computer literacy with knowledge of Excel, Communication skills, Interpersonal relation skills, Decision making, Problem solving skills, Excellent Customer focus, Writing skills, Strong sense of urgency and accountability.  
**DUTIES**: Process leasing expenditure. Administer lease requests. Maintain immovable Asset Register. Maintain filing system for internal accommodation files. Maintain electronic folder for accommodation issues  
**ENQUIRIES**: Mr MA Maimela Tel: (012) 309 4742  
**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office

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**POST 23/87**  
**ADMINISTRATION CLERK: PES HR & PERFORMANCE MANAGEMENT REF NO HR 4/22/06/03HO**

**SALARY**: R176 310 per annum  
**CENTRE**: Head Office, Pretoria  
**DUTIES**: Provide support in the implementation of Human Resource Policies in PES HQ. Provide support in the implementation of performance management system in PES HQ. Assist with the provision of secretariat services during performance management reviews meetings. Render proper administrative services within the unit HR and Performance Management.  
**ENQUIRIES**: Ms A van Vuuren Tel: (012) 309 4417  
**APPLICATIONS**: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
**FOR ATTENTION**: Sub-directorate: Human Resources Operations, Head Office

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**POST 23/88**  
**REGISTRY CLERK REF NO: HR 4/4/8/682**

**SALARY**: R176 310 per annum
CENTRE: Provincial Office Free State


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

ENQUIRIES: Ms. N Zama, Tel: (051) 505 6200

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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

DEPARTMENT OF FORESTRY FISHERIES AND THE ENVIRONMENT
The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer.

APPLICATIONS : May be forwarded to the Director-General, Department of Forestry, Fisheries, and the Environment: Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street Cape Town, marked for the attention: Human Resources Management.

CLOSING DATE : 11 July 2022

NOTE : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae only, to be considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department’s equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department’s convenience. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available through the NSG under the name “Certificate for entry into SMS” (full details are available at: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/). Short-listed candidates must provide proof of successful completion of the course. Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessments. The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 23/89 : ESTATE MANAGER REF NO: FOM20/22 (2 POTS)

SALARY : R382 245 per annum
CENTRE : Eastern Cape
REQUIREMENTS : Applicants must be in possession of a National Diploma or Bachelor Degree (NQF level 6) in Forestry or equivalent qualification within related field coupled a minimum of three (3) years’ experience in commercial forestry or related field. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998). Understanding of policy and legislation framework, sectoral legislator framework of forestry and labour in South Africa. Best Management Practices for Forestry. Environmental Management Systems. Good presentation skills, excellent verbal and written communication, analytical and problem solving skills, programme and project management, good interpersonal relations, negotiation skills. Computer skills in MS Office Software, a valid driver’s licence and must be willing to travel.

DUTIES : The incumbent will be responsible for the management of commercial activities in an estate, implement short and long term plans for management of estates and forest resources, monitor and evaluate the compliance and services rendered by service providers, develop and manage the implementation of...
annual plan of operations (APOs), business plans and fire protection plans, review annual operational plans and ensure the implementation thereof. Manage forest protection activities, develop forest fire suppression strategies and fire management plans to prevent and combat veld and forest fires, ensure the implementation, enforcement and promotion of the National Forest Act (NFA) and National Veld Forest Fire Act (NVFFA).

ENQUIRIES: Mr Tembelani Ngamile, Tel No: 082 802 6574

POST 23/90: ASSISTANT DIRECTOR: NURSERY MANAGEMENT SUPPORT: REF NO: FOM21/2022

SALARY: R382 245 per annum

CENTRE: Wolseley

REQUIREMENTS: Bachelor’s Degree or Diploma (NQF level 6) in Forestry/Environmental Sciences or relevant equivalent qualification coupled a minimum of three (3) years relevant experience in forestry including nursery management. Knowledge of asset management. Knowledge and understanding of the State Forests Act, the National Forests Act (NFA) and the National Veld and Forest Fire Act (NVFFA). Knowledge of the function of different departments and levels of government. Knowledge of Operations Management. Knowledge of Reporting systems and processes. Knowledge of Performance Management Systems. Relationship Management. Stakeholder engagement. Public Relations. (Skills, Honesty and Integrity, Willingness to learn new skills. Ability to work under pressure and handle criticism. Ability to lead a team. Good interpersonal relations skills. Ability to negotiate in difficult situations and to resolve conflict. Sense of responsibility and loyalty. A valid driver’s licence and must be willing to travel. Supervisory experience

DUTIES: The incumbent will be responsible for Nursery Management, Human Resource Management and Financial Management. Provide technical advice and support in terms of greening programs or initiatives for institutional development. Conducts awareness campaigns on forestry greening initiatives. Promote partnerships between Government, Non-Government Organisations (NGO’s) and private individuals and communities to ensure long term commitment to land under Forestry Programmes. Render support on the implementation of livelihood development programs or projects. Facilitate the implementation of projects such as mushroom, bee keeping, vegetable gardens and medical gardens etc. Identify areas of challenges. Conduct training to impact skills on the identified programs or projects. Render support on the implementation of forestry enterprise development initiatives. Provide general administration support services. Compile monthly and quarterly progress reports. Provide support for the coordination of activities on forestry awareness campaign and empowerment.

ENQUIRIES: Mr M Falitenjwa, Tel No: (021) 944 1415 Cell No: 082 8087026

POST 23/91: SENIOR FORESTER REF NO: FOM22/2022 (2 POSTS)

SALARY: R321 543 per annum

CENTRE: Eastern Cape: East Griqualand

REQUIREMENTS: Applicants must be in possession of a National Diploma or Bachelor Degree (NQF level 6) in Forestry equivalent qualification within related field coupled coupled a minimum of two (2) years relevant experience in commercial forestry. Experience in the management of commercial forestry plantation. Knowledge and understanding of policy management and regulatory processes, legal interpretation in terms of both National Forest Act (Act No. 84 of 1998) and National Veld and Forest Fire Act (Act No.101 of 1998. Good communication, negotiation and team building leadership skills. Ability to use own initiative. Understanding of Department of Agriculture, Forestry and Fisheries’ Policies. Understanding of Sustainable Forest Management and Management Practices for plantations. Must be computer literate and have valid driver’s license be willing to travel.

DUTIES: The incumbent will be responsible to implement operational plans for the plantations. Quality assures the work rendered by the service providers. Assist in updating annual plans of operations. Prepare for planting and other silvicultural activities (planting, weeding, harvesting etc.). Ensure protection of plantations from fires, livestock and pests. Assist with the implementation, enforcement and promotion of the National Act (NFA) and National Veld Forest Fire Act (NVFFA). Provide technical advice to stakeholders. Provide

**ENQUIRIES**
Mr Tembelani Ngamile, Tel No: 082 802 6574

**POST 23/92**
**SENIOR OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CMS19/2022**

**SALARY**: R321 543 per annum

**CENTRE**: Cape Town

**REQUIREMENTS**: National Diploma (NQF6) in Safety Management/Environmental Health coupled with a minimum of two (2) years’ relevant experience in Occupational Health and Safety or related field. Knowledge of Occupational Health and Safety Act 85 of 1993 and Regulations, financial management, computer software packages and efficient use of associated hardware. Good interpersonal relations, problem solving and analytical skills, Good interpersonal relations skills. Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, apply policies, strategies and legislation, work under pressure and with difficult persons and to resolve conflict.

**DUTIES**: The successful candidate will be responsible to conduct inspections to ensure Occupational Health and Safety (OHS) compliance within the Department with regards to the following Key Performance Areas: Carry out compliance inspections and enforce health and safety regulation within Department facilities, Coordinate Occupational, Health and Safety Committees (OHS) with in department. Facilitate OHS awareness campaigns. Assist in reviewing OHS policies and procedures. Conduct incident investigations and report to relevant personnel. Develop and maintain OHS and COIDA Information Management.

**ENQUIRIES**
Mr B Mtshali; Tel. No: (012) 399 9099

**POST 23/93**
**FORESTER REF NO: FOM23/2022**

**SALARY**: R261 372 per annum

**CENTRE**: Eastern Cape

**REQUIREMENTS**: Applicants must be in possession National Diploma (NQF level 6) in Forestry or relevant equivalent qualification within related field coupled a minimum of one (1) year experience in forestry. Knowledge in National Forest Act, National Veld and Forest Fires Act, Occupational Health and Safety Act and other relevant environmental legislations and polices. Skills: Problem solving, Management and interpersonal skills and computer skills. Applicant must have a valid driver’s license.

**DUTIES**: The incumbent will render support in the rehabilitation and Management of existing standards, clean and clear up compartments as per forestry standards. Prepare plant pits and planting of healthy and growing seeds. Rehabilitation of dying weeds and dying slashes. Harvesting of plantations. Render forestry protection activities in the plantation. Burning of tracer belts, skoffelling of fire belts and burning of fire breaks. Revision of the fire protection plan. Facilitate in managing and maintaining the infrastructure. Ensure roads are accessible and maintained. Maintain the house by fencing the plantation boundary, painting the beacons and thorough cleaning. Render general operations support. Check and signed the cashbook. Verify Bas and deposit slips. Assist in the planning and budgeting of annual operations. Assist in ensuring that the staff and management development and interactions are conducted. Render assistance on inspections and interna audits.

**ENQUIRIES**
Mr Tembelani Ngamile, Tel No: 082 802 6574
ANNEXURE F

DEPARTMENT OF HEALTH

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

APPLICATIONS: The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail.

FOR ATTENTION: Ms TP Moepi

CLOSING DATE: 11 July 2022 Closing Time: 12H00 Midday

NOTE: All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries.

Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV (previous experience must be comprehensively detailed). The Z83 must be fully completed (all sections), failure to complete or disclose all information will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested only to shortlisted candidates before or on the day of the interview. Applications should be on one PDF format. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant’s responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.

OTHER POST

POST 23/94:

ASSISTANT DIRECTOR: ICT SUPPORT REF NO: NDOH 31/2022

Directorate: Information Communication Technology

SALARY: R382 245 per annum (plus competitive benefits)

CENTRE: Pretoria.

REQUIREMENTS:

National diploma or equivalent NQF 6 qualification in Information Technology. At least 2-3 years’ experience in Information and Communication Technology at supervisory level. Bsc degree in ICT will be an advantage. Experience in ICT Support, network directory, and authentication services and systems like LDAP, Active Directory, e-Directory, Microsoft environment support, and Local Area Network (LAN). Certificated in at least three or more of the following: MSCA, MCSE, CAN, CNE, MCITP, A+, N+, Networking+, Security+, COSA, CISM, CGEIT, CRISK, ITIL, COBIT 5 or certificate in ICT Government and Ethics. Knowledge of general ICT support, e-mail system, servers, computer networks, computer security, computer standards and practices: computer hardware, software, and peripherals such as serves, monitors, cables, physical layer, printers and modems. Procedure and process for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals such as printers and related hardware. ICT System development, backup, restore, disaster recovery and archiving as well as knowledge of the OSI model. Good communication (written and verbal), interpersonal, technical, organizational and problem-solving skills. Able to work in a team and resolve...
issues and requests in accordance to ITIL service framework and COBIT 5 framework, independently and under pressure.

**DUTIES**
Maintain and make communication systems available. Provide ICT service support for the computer software and application, computer hardware, computer networks (Wide Area Network (WAN), Local Area Network (LAN), virtual private network (VPN), multi-protocol label switching (MPLS). Monitor and report on ICT service support and delivery. Ensure ICT service requests and incidents are reported, addressed and resolved as per the service standards. Manage ICT risks and audit queries. Identify, mitigate, and manage ICT risks relating to the ICT support and service delivery. Establish contingency plans with backup resources for ICT service support and delivery. Provide assistance in the planning and research of ICT policy. Management and maintenance of physical security systems. Manage customer relations. Management of the backup and ICT disaster recovery.

**ENQUIRIES**
Mr Zwelibanzi Gwiba on tel (012) 395 – 9640
ANNEXURE G

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MOTHEO TVET COLLEGE)

APPLICATIONS: All applications should be posted to: Deputy Principal Corporate Services: Motheo TVET College, Corporate Office, Private Bag X 20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St Georges and Aliwal Street. No faxed or emailed applications will be accepted.

CLOSING DATE: 08 July 2022

NOTE: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 3months from the closing date of this advertisement. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert.

OTHER POST

POST 23/95: ASSISTANT DIRECTOR REF NO: MOT/ASD/AS/HSV/2022
Section: Academic Services

SALARY: R477,090 per annum (Level 10)
CENTRE: Hillside View Campus
REQUIREMENTS: An appropriate recognised Degree/ Diploma, obtained after Grade 12, from an accredited institution which must include teacher training. Minimum 5years’ lecturing experience coupled with 2 years’ management experience, SACE certificate, Valid driver’s license Recommendations Working knowledge of the TVET Sector Good collaboration and networking skills Excellent verbal and written communication skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate Valid driver’s license Valid assessor and moderator certificate
DUTIES: Coordinating and implementation of the teaching and learning plan at the campus. Monitor student performance per subject and programme and monitor the impact of such interventions on student academic performance. Execute the strategic objectives of the college at campus level. Monitor the availability of resources and equipment for students. Monitor the implementation of the moderation process at the campus. Monitor the implementation of 4IR strategy at the campus and online teaching on campus. Writing of reports when required, inclusive of broad management and academic board
ENQUIRIES: Mr N Olin Tel No: (051) 406 9300
The Department of Human Settlements is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

CLOSING DATE: 11 July 2022 at 16h00
NOTE: It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department and must be accompanied by a detailed CV. Shortlisted Candidates will be required to submit certified documents on or before the day of interview/s as directed by the Human Resources Representative. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only.

SMS/ MMS posts: Please note that the all-inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employee’s Fund and a flexible portion in terms of applicable rules. As of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. SMS posts: All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department; Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment; The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Human Settlements reserves the right to cancel the filling/ not to fill a vacancy that was advertised during any stage of the recruitment process.

MANAGEMENT ECHELON

Branch: Affordable, Rental and Social Housing

SALARY: R1 544 415 per annum (Level 15) (All-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor’s degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA). Extensive working experience (At least 8 - 10 years’ experience at a senior management level) related property management, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the affordable, rental and social housing environment. Expert knowledge of operation and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.

DUTIES: The successful candidate will be responsible for the following: Manage and facilitate the implementation of affordable housing programmes and projects. Oversee the implementation of affordable, rental and social housing programmes and projects. Manage and facilitate the implementation of transversal programmes and projects. Provide Leadership and oversight on
frameworks or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans for affordable, rental and social housing programmes and projects. Ensure aligned of the business planning framework with e-system and digitalization of programmes.

ENQUIRIES: Ms N Letsholonyane J Sebola Tel No: (012) 444-9191
APPLICATIONS: Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

POST 23/97: DEPUTY DIRECTOR-GENERAL: INFORMAL SETTLEMENTS UPGRADEING AND EMERGENCY HOUSING REF NO: DOHS/26/2022
Branch: Informal Settlements Upgrading and Emergency Housing

SALARY: R1 544 415. per annum (Level 15) (All-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor’s degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA) in Town/urban and Regional Planning or related fields/Construction Management/Housing/ other relevant fields of study. Extensive working experience (At least 8 - 10 years’ experience at a senior management level) related to property management, evaluate compliance with applicable legislation and regulations, ability to draft or familiarity with the human settlement sector. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the affordable, rental and social housing environment. Expert knowledge of operations and project management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good communication (written and verbal) and negotiation skills. Pre-Entry Certificate for the Senior Management Services is compulsory.

DUTIES: The successful candidate will be responsible for the following: Provide leadership and oversight on the development of informal settlements upgrade policies, strategies and plans. Overseeing the upgrading of informal settlements and the provision of temporary housing in emergency situations and relief during disasters. Provide leadership and oversight on development of a framework to direct the development of credible business plans for informal settlements upgrading. Provide leadership and oversight on framework or guidelines for the assessment of upgrading plans and credibility of business plans. Ensure the coordination of provincial and municipal business plans and aligned to the national informal settlement business plan. Ensure the alignment of the business planning framework with e-system and digitalization of business plans national, provincially, metros and municipalities.

ENQUIRIES: Ms N Letsholonyane Tel No: (012) 444-9191.
APPLICATIONS: Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

Branch: Chief Financial Officer

SALARY: R1 544 415 per annum (Level 15) (All-inclusive salary package)
CENTRE: Pretoria
REQUIREMENTS: Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/ Bachelor’s degree or equivalent (NQF level 7 as recognized by SAQA) and a relevant post graduate qualification (NQF level 8 as recognized by SAQA) in Financial or Business Management. Extensive working experience (At least 8 - 10 years’ experience at a senior management level) related to grant and finance management, preparation and management of strategic plans and budgeting as well as implementing internal systems and control to ensure sound financial management. Extensive Knowledge of applicable legislation, policies, procedures, prescripts and practices in the financial environment. Expert knowledge of grant and finance management with an ability to implement programmes and projects timeously. Advanced strategic planning and financial management will be an added advantage. Good negotiation skills. Good communication (written and verbal). Knowledge of the legislative framework of the Public Service in terms of financial
management. Pre-Entry Certificate for the Senior Management Services is compulsory.

**DUTIES**

The successful candidate will be responsible for the following: Establish and maintain effective, efficient and transparent systems related to financial, risk management, internal control in accordance with the PFMA and Treasury Regulations as well as procurement and provisioning systems which is fair, equitable transparent, competitive and cost effective and ensure compliance. Take effective and appropriate steps to collect income, prevent unauthorized, irregular and fruitless as well as wasteful expenditure and report unauthorized, irregular or fruitless and wasteful expenditure. Ensure adherence to the transfer of assets and liabilities management, compliance to any tax, levy, duty, pension and audit commitments required by legislation. Responsible for budgetary control thus ensure that expenditure of the department is in accordance with the vote of department including conditional grant budget provisions. Ensure that proper record of the departments’ financial affairs in accordance with prescribed norms and standards and submission/ available of these reports to all relevant role-players e.g. executive authority. Ensure that proper grant management in terms of program management in DORA Act.

**ENQUIRIES**

Ms N Letsholonyane Tel No: (012) 444-9191.

**APPLICATIONS**

Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

**POST 23/99**

CHIEF DIRECTOR: COMPLIANCE AND ENTITIES OVERSIGHT REF NO: DOHS/28/2022

Branch: Entities Oversight, IGR, Monitoring and Evaluation

Chief Directorate: Compliance and Entities Oversight

Re-advertisement. Applicants who previously applied are encouraged to re-apply.

**SALARY**

R1 269 951 per annum (Level 14) (all-inclusive salary package)

**CENTRE**

Pretoria

**REQUIREMENTS**

Applicants should be in possession of Matric/ Gr 12 or equivalent. Relevant Undergraduate qualification (NQF 7 as recognized by SAQA) such as a Bachelor degree in Public Administration or Bachelor degree in Commerce. An appropriate Master’s degree will be an added advantage. A minimum of 5 years’ extensive relevant experience at senior management level. Competency in strategic performance planning, monitoring and risk management. Knowledge of good governance matters. Experience in regulatory compliance and relevant legislation and policies. Good knowledge of financial and budgeting skills. Sound analytical and problem solving skills. Good time management and communication skills. People management and empowerment. Candidates must be creative and innovative with a focus on results and quality. A certificate for entry into Senior Management Services (SMS) is compulsory.

**DUTIES**

The successful candidate will be expected to: Provide Human Settlements Entities oversight and interface services in support to the Executive Authority. Manage planning and performance processes. In depth analysis of entities performance. Render specialized advice on capital requirements. Manage process of establishment and de-establishment of entities. Provide Regulatory and Legislative compliance assurance to the Human Settlements Sector. Manage and monitor the implementation of Corporate Governance Framework. Provide Oversight management on Human Settlements Entities Boards practices in line with Good Governance. Monitor and support Sector transformation. Manage Resources allocated to the Chief Directorate.

**ENQUIRIES**

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

**NOTE**

Female candidates and people with disabilities are encouraged to apply.

**APPLICATIONS**

Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

**POST 23/100**

CHIEF DIRECTOR: LEGAL SERVICES REF NO: DOHS/29/2022

Branch: Corporate Services

Chief Directorate: Legal Services

This is a re-advertisement. Applicants who previously applied are encouraged to re-apply.

**SALARY**

R1 269 951 per annum (Level 14) (all-inclusive salary package)

**CENTRE**

Pretoria
**REQUIREMENTS:** Applicants should be in possession of Matric/Gr 12 or equivalent. Applicants must have a minimum appropriate post graduate degree in law/LLB. Admitted Attorney/Advocate. Extensive 5 years’ experience at senior management level. Advanced skills to manage the Chief Directorate and provide legal support to stakeholders. Manage operations to achieve the planned outcomes of the Chief Directorate. Applicants must be in possession of strategic capabilities and leadership qualities. Applicant must be able to develop strategies and manage the implementation thereof. Knowledge and experience with Legal administration as well as court skills will be essential. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. A certificate for entry into Senior Management Services (SMS) is compulsory.

**DUTIES:** Development of subordinate and enforceable human settlement legislation to support national human settlement policy. Co-ordinate the provisioning of general legal advice and legal documents. The management and coordination of legal contracts, opinions, international agreements, MOU’s and legal advice to stakeholders. Draft and amend National Housing Legislation and regulations. Manage litigation matters and ensure legal compliance by the Department. Responsible management of resources allocated to the Chief Directorate: Legal Services.

**ENQUIRIES:** Mr C Ramalepe Tel No: 012 444 9113

**NOTE:** Female candidates and people with disabilities are encouraged to apply.

**APPLICATIONS:** Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

**POST 23/101:**

**DIRECTOR: SECTOR POLICY & PROGRAMMES DEVELOPMENT**

**REF NO:** DOHS/10/2022

Branch: Research, Policy, Strategy and Planning
Chief Directorate: Policy Development
Directorate: Sector Programme Development
Sub-Directorate: Policy Development and Review

**REQUIREMENTS:** Applicants should be in possession of Matric /Grade 12. Relevant Undergraduate qualification/Bachelor’s degree or equivalent (NQF level 7 as recognized by SAQA) in Public Policy Studies or Law. 5 years’ relevant experience at Middle/ Senior Management level. Knowledge of and a good understanding Human Settlement and Housing policies, programme, legislation, guidelines, standards and procedures. Knowledge of Public, Social and Economic Policies. Ability to conduct social, legal and economic research. Knowledge of policy making process. Knowledge of Housing and Human Settlements Development. Must have negotiations and inter-personal skill. Good verbal and written communication skills. Well-developed communication and inter-personal skills. Computer user knowledge and literacy (MS Word, MS Power Point, MS Project). Must have a driver’s license. A Post graduate degree will serve as an added advantage. A certificate for entry into Senior Management Services (SMS) is compulsory.

**DUTIES:** Manage the development of housing and human settlements macro, sector and operational policies. Source information to develop and review policies. Read existing policy documents. Develop concept notes, develop problem statements and policy model, develop benchmark reports, develop draft policy frameworks, develop policy brief and policy position papers, draft socio economic impact assessment system (SEIAS) reports. Manage the policy and programme review process, revise and adjust existing human settlement policy programme, guidelines, norms and standards, gather and analyze information to inform policy and programme review, consult stakeholders regarding proposed reviews and adjustment, provide advice on emerging prospective in relation to Human Settlements Policy issues, propose policy options – Revise, develop and or reform policies, maintain and manage policy knowledge - National Housing and Human Settlements Code, update revised policies in the Housing Code, package revised information for dispatching to relevant stakeholders, undertake policy advocacy, prepare a policy interpretation and advisory notes, perform administrative functions, prepare memos, presentations, reports, minutes, agendas, briefing notes and other related documents. Identify risks and come up with risk mitigation measures, supervise
ENQUIRIES: Mr C Ramalepe Tel No: (012) 444-9113

NOTE: Female candidates and people with disabilities are encouraged to apply.

APPLICATIONS: Applications can be e-mailed to info@dgenerationconsulting.co and info@dgenerationelectrical.co.za

OTHER POST

POST 23/102: DEPUTY DIRECTOR: ENTERPRISE ARCHITECTURE ESTABLISHMENT & ENABLEMENT REF NO: DOHS/23/2022
Branch: Office of the Director-General
Chief Directorate: Executive Support
Directorate: Strategic Planning, Monitoring and Reporting

SALARY: R882 042 per annum (Level 12)

CENTRE: Pretoria

REQUIREMENTS: Matric/ Grade 12, relevant undergraduate qualification (NQF level 6/7 as recognized by SAQA, plus certificate or formal course in Monitoring and Evaluation, Strategic Management, Enterprise Architecture, Business Intelligence, Business Processes or Performance Auditing. Three to five years management experience. Exposure to human settlements sector planning, monitoring, evaluation and reporting will be an added advantage. Good knowledge of the relevant Planning and Public Service Regulatory Frameworks and Guidelines. Experience in planning, monitoring, evaluation and reporting. Competencies needed: Client orientation and communication (written, verbal and liaison) skills. Analytical skills. Planning and organizing skills. Problem-solving skills. Computer literacy. Attributes: Interpersonal relations. Ability to work independently and under pressure. Innovative and creative. Independent thinker.

DUTIES: The successful candidate will be expected to: Review organizational performance, coordinate corporate planning and develop corporate plans (strategic plan, annual performance plan and annual operational plan) and ensure alignment with emerging priorities and the Medium Term Strategic Framework (MTSF). Assess sector plans to ensure alignment with corporate plans, emerging sector priorities and the MTSF. Provide technical support to Provincial Departments of Human Settlements with regard to the planning processes. Coordinate annual strategic reviews to inform planning. Review the guidelines governing the implementation of corporate plans. Validate Performance Agreements against corporate plans. Manage human resources within the sub-directorate and perform priority tasks/ projects/ assignments as required by the Director/ Chief Director. Establish systems to enhance and enable branches to set SMART performance measures. Establish systems to enhance and enable branches to achieve set targets.

ENQUIRIES: Mr L Manyama Tel No: (012) 444-9118

APPLICATIONS: Applications can be forwarded to: The National Department of Human Settlements, Private Bag X644, Pretoria, 0001 or hand-delivered to 260 Justice Mahomed Street, Sunnyside, Pretoria, 0001

NOTE: Male candidates and People with disabilities are encouraged to apply.
ANNEXURE I

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION
The Department of International Relations and Cooperation is an equal opportunity, affirmative action employer.

APPLICATIONS: Please e-mail your applications to the e-mail address indicated below each post and quote the post name in the subject line of the e-mail address to receive an acknowledgement; Hand-delivered applications can be submitted to the OR Tambo Building, 460 Soutpansberg Road, Pretoria.

CLOSING DATE: 15 July 2022 - Applications received after the closing date will not be considered.

NOTE: Applications must be submitted on the new form Z83 (effective from 1 January 2021) (duly completed and hand signed) obtainable from any Public Service department or on the DIRCO website - www.dirco.gov.za. For other relevant information and how to apply, kindly visit the Department’s website (www.dirco.gov.za) – home page under Employment Information. Applications should be accompanied by a detailed Curriculum Vitae (CV). Certified copies of qualifications, Identity Document (ID), Drivers licence as well as any other relevant documents will only be submitted from shortlisted candidates. Received applications using the incorrect Z83 for employment will not be considered. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments), using the mandated DPSA SMS competency assessment tools; All shortlisted candidates will be subjected to personnel suitability checks and verification of qualifications; In line with Cabinet decision taken on 2 March 2016, all applicants are required to indicate in their Curriculum Vitae the number of Boards he/she is serving on. Where this information is not provided, such application will not be considered; A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS appointments. 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 below: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme; The successful candidate will have to complete a Financial Disclosure form annually; We thank all applicants for their interest; DIRCO reserves the right not to make appointments; Correspondence will be limited to short-listed candidates only. If you have not been contacted within four (4) months after the closing date of this advertisement, please accept that your application was unsuccessful.

MANAGEMENT ECHELON

POST 23/103: CHIEF FINANCIAL OFFICER
Re-advertisement and applicants who applied previously must re-apply.
Branch: Financial & Asset Management

SALARY: R1 544 415 per annum - This all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign performance contract with the Director-General.

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF8) in Finance / Accounting, or an equivalent qualification as recognised by SAQA; Registration as a Chartered Accountant (South Africa) will be an added advantage Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and relevant government policies regulating financial management in government; Generally, Recognised Accounting Practices (GRAP), Foreign Service Act, and Preferential Procurement Policy Framework (PPPFA); At least 8-10 years of experience at a senior managerial level, coupled with extensive management
experience in the field of financial management covering Accounting, Budgeting, Reporting, Asset Management and Supply Chain Management; Willingness to work irregular hours and travel extensively; A valid driver’s license. Competencies & Skills: Excellent knowledge of financial management, contract management, supply chain management systems and budgeting principles; Expert knowledge of Basic Accounting Systems, procedures and controls within the private and public sectors; Extensive experience in the application of strategic management, business planning and design, performance measurement, financial accounting, management accounting, cost accounting, internal controls, internal and external audit, information systems and Supply Chain Management; Knowledge and understanding of Facilities and Property management; Ability to establish good working relations with key stakeholders such as the National Treasury and Auditor-General of South Africa; Acumen and experience to manage and interact with key stakeholders at senior level; Proven strategic and leadership capabilities, programme and project management, and people management and empowerment; Well-developed research and development methodologies. 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; Understanding of SA foreign policy.

DUTIES

- Oversee and provide overall management in the implementation of financial management and administrative services;
- Oversee and manage the provisioning of assets and supply chain management services;
- Provide overall management and facilitation of properties and facilities management services;
- Provide overall management and strategic direction in the Branch;
- Execute all responsibilities delegated by the Accounting Officer in terms of Sections 38 to 43 of the PFMA;
- Maintain an integrated accounting and financial management system, including financial reporting and internal control;
- Oversee the budgetary process within the Department and ensure alignment to Departmental strategic objectives as well as exercise budgetary control and provide early warning arrangements at strategic level;
- Oversee the preparation and submission of quarterly and annual financial statements including other financial reports and liaise with National Treasury and the Auditor-General in this regard;
- Participate in policy formulation and review by rendering advice to the Executing Authority, Accounting Officer and Top Management on financial matters and financial consequences thereof;
- Oversee the development, revision and alignment of DIRCO policies, priorities and processes according to National Legislation, Public Service Regulations and national and international best practices;
- Liaise with CFO’s of other Government departments regarding financial transactions for diplomatic missions abroad and ensure speedy recovery of expenditure incurred by the Department on behalf of other Departments;
- Liaise with the relevant role-players in the financial environment regarding transversal financial matters; Manage foreign exchange fluctuation in line with National Treasury and South African Reserve Bank (SARB) guidelines.

ENQUIRIES

Mr J Matji, Tel (012) 301 8764

APPLICATIONS

Please e-mail your application to cfo22@dirco.gov.za Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.

POST 23/104

DEPUTY DIRECTOR-GENERAL: GLOBAL GOVERNANCE & CONTINENTAL AGENDA
Branch: Global Governance & Continental Agenda

SALARY

R1 544 415 per annum. This all-inclusive remuneration package consists of a basic salary, the State’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign performance contract with the Director-General.

CENTRE

Pretoria

REQUIREMENTS

Applicants must be in possession of an undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA in Political Science or related fields. 8 – 10 years of experience at senior managerial level in International Relations or related fields. Competencies And Skills: Knowledge and understanding of relevant public service legislation Knowledge and understanding of SA Foreign Policy Knowledge and understanding of National policies and priorities In depth knowledge and understanding of South
Africa, the region as well as the continent Understanding of International Trade and Investment Knowledge and Understanding of Political Science and International Relations Diplomacy Networking Strategic capability & leadership Financial management People management & empowerment Change Management Programme & Project management Policy analysis & development Negotiation

**DUTIES**

As Head of the Branch, the Deputy Director-General will:

- Provide overall management and strategic direction in the Branch, including financial and human resource management.
- Provide strategic direction in coordinating South Africa’s participation in the AU political, peace and security organs and its processes.
- Provide strategic direction in coordinating South Africa’s participation in the UN political, peace and security organs and its processes.
- Provide strategic direction in coordinating South Africa’s participation in multilateral fora on human rights, humanitarian affairs and social development.
- Provide strategic direction in the promotion of South Africa’s national interests on development and international trade activities.
- Provide strategic direction on matters pertaining to disarmament, non-proliferation and transnational organized crime.

**ENQUIRIES**

Mr J Matji, Tel (012) 301 8764

**APPLICATIONS**

Please e-mail your application to ddgggca22@dirco.gov.za. Please quote the post name in the subject line of the e-mail address to receive an acknowledgement.
ANNEXURE J

DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

CLOSING DATE : 11 July 2022
NOTE : Interested applicants must submit their applications for employment to the address specified in each post. The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Application that do not comply with the above specifications will not be considered and will be disqualified. A SAQA evaluation report must accompany foreign qualifications. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. Candidate will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holder must provide the Police Clearance certificate from country of origin. The DOJ&CD is an equal opportunity employer. In the filling of vacant posts the objectives of section 195(1)(i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1996 (Act No: 55 of 1996) and relevant Human Resources policies of the Department will be taken into consideration. Reasonable accommodation shall be applied for People with Disabilities including where driver’s license is a requirement. Correspondence will be limited to short-listed candidates only. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and people with disabilities are encouraged to apply and preference will be given to the EE Target.

MANAGEMENT ECHELON

POST 23/105 : DIRECTOR: JUSTICE OPERATIONS & FACILITIES MANAGEMENT REF NO: 22/79/KZN

SALARY : R1 073 187 – R1 264 176 per annum. (All-inclusive remuneration package).
CENTRE : Regional Office, Durban
REQUIREMENTS : A Bachelor Degree in Public Management/Administration, or Property Management, Real Estate, Security Management or equivalent qualification (NQF7): At least six (6) years’ experience of which five (5) years must be at middle/senior managerial level experience; Knowledge of legislation, prescripts and Framework of the Public Service; Experience in Court Management; Experience in infrastructure and Property will be an added advantage; A valid driver’s license. Skills and Competencies: Strategic capabilities and leadership; Performance Management; Property and Project Management; Financial Management; Knowledge Management; Service delivery Innovation; Problem Solving and Analysis; People Management and Empowerment; Communication skills; Change Management; Client orientation and customer focus.
DUTIES : Key Performance Areas: Manage justice operations and related services in the region; Manage infrastructure, facilities and auxiliary services; Monitor risk and manage security service of all courts in the region; Manage ICT related services; Manage, monitor justice stakeholder and customer relations; Manage effective utilization of resources in the Directorate
ENQUIRIES : Mr. J.N. Mdaka Tel No: (031) 372 3000
APPLICATIONS : Quoting the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address:

OTHER POSTS
STATE LAW ADVISER LP7- LP8 REF. NO: 22/130/SLA

SALARY: R774 660 – R1 285 149. per annum (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE: Office of The Chief State Law Adviser; Cape Town.

REQUIREMENTS: LLB or 4 year recognized legal qualification; At least 5 years appropriate post qualification litigation/advisory experience; Admission as an Advocate or Attorney; Experience in Constitutional Law and Administrative Law; Skills and Competencies: Legal research and legislative drafting; Advocacy; Problem solving and decision making skills; Litigation skills; Good communication skills (written and verbal); Computer literacy; Planning and organizing skills; Analytical and report writing skills.

DUTIES: Key Performance Areas: Scrutinize, redraft and certify Draft Bills of all National Departments with regard to their constitutionality, quality, drafting form, style for approval and introduction; Appear before and provide legal and legislative drafting services at committees of both houses of parliament; Write legal opinions for all departments of state in the national, provincial and local sphere of government and other organs of state; Scrutinize and provide opinions on all draft international agreements and subordinate legislation referred to the office; Mediate disputes by identifying issues, developing options, considering alternatives and advising on the process of mediation; Advise and draft legal documents that provide clear motivation/ justification; Perform any functions assigned to the office by the national executive.

ENQUIRIES: Ms P Leshilo Tel No: (012) 357 8240

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

COURT MANAGER (02 POSTS)

SALARY: R477 090 – R561 891 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Magistrate Courts: Dundee Ref No: 22/80/KZN (1 Post)
Magistrate Courts Scottburgh Ref No: 22/81/KZN (1 Post)

REQUIREMENTS: Three (3) year qualification in Administration and / or National Diploma Services Management (NQF level 5) plus the module on Case Flow Management or relevant equivalent qualification; Three (3) years' managerial or supervisory experience; Knowledge and experience in office and district administration; Knowledge of the Public Financial Management Act (PFMA); Experience in managing Trust (Third Party Funds) and Vote Account; A valid driver's license; Skills and Competencies: Computer literacy; Communication skills; Motivation skills; Planning and organizing skills; Presentation skills; Financial management skills; Decision making skills; Loyalty and honesty; ability to work under pressure; Teamwork and leadership skills; Interpersonal skills; Conflict and problems solving skills; Customer focus and responsive.

DUTIES: Key Performance Areas: Coordinate and manage the financial, human resource, risk and security in the court; Manage the strategic and business planning processes; Manage the facility, physical resources, information and communication related to courts; Lead and manage the transformation of the office; Compile and analyze court statistics to show performance and trends; Support case flow management at the court; Compile annual performance and statutory reports to the relevant users; Develop and implement customer service improvements; Manage service level agreements.

ENQUIRIES: Mr. J.N. Mdaka Tel No: (031) 372 3000

APPLICATIONS: Quoting the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address

ADMINISTRATIVE OFFICER REF NO: 22/82/KZN

SALARY: R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE: Office Family Advocate, Durban

REQUIREMENTS: A Bachelor’s degree in Business Administration or National Diploma /NQF level 6 or related; A minimum of 3 years working experience in Administration of
which at least 1 year should be at supervisory level/team leader; Knowledge of the Medium Term Expenditure Framework; A valid driver’s license; Skills and Competencies: Computer literacy (MS Office); Communication (written and verbal) skills; Good Interpersonal relations; Organizational and leadership skills; Work independently.

DUTIES: Key Performance Areas: Execute administrative functions and provide effective management within the office/service point; Provide supply chain management and human resources services of administrative component of the Family Advocate offices at the service points (Durban & Ntuzuma); Render advice/assistance on a wide spectrum of matters within occupational class context; Compile and submit monthly statistics and expenditure in respect of an office; Manage and control allocated government vehicles and safeguard departmental asset.

ENQUIRIES: Mr. J.N. Mdaka Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to the Regional Head, Private Bag X54372, Durban, 4000 or physical address:

POST 23/109: ADMINISTRATIVE OFFICER (2 POSTS)

SALARY: R321 543 – R378 765 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: Magistrate Court, Durban; Ref No: 22/83/KZN
Magistrate Court, Glencoe: Ref No: 22/84/KZN
REQUIREMENTS: 3 year Bachelor’s Degree /National Diploma in Public Management Administration or equivalent; 3 years administration experience; Knowledge of Human Resource Management, Supply Chain Management and risk management; Knowledge of Public Financial Management Act, Knowledge of Financial Management (Vote and Trust Account); Departmental Financial Instructions, BAS and Justice Yellow Pages; Skills and Competencies: People management; Computer literacy (Microsoft packages); Sound Leadership and management skills; Good interpersonal relations.

DUTIES: Key Performance Areas: Co-ordinate and manage the financial and human resources of the office; Co-ordinate and manage risk and security in the court; Manage the strategic and business planning processes; Manage the Criminal and Civil Court Administration Sections, section related to Family Courts, Supply Chain; Management of the office (Third Party Funds and Vote Accounts); Co-ordinate, manage and administer support services to Case Flow Management and other court users to ensure delivery of service; Perform any other duties necessary to ensure smooth office running.

ENQUIRIES: Mr. J.N. Mdaka Tel No: (031) 372 3000
APPLICATIONS: Quoting the relevant reference number and direct your application to: the Regional Head, Private Bag X54372, Durban, 4000 or physical address:


SALARY: R321 543 + 37% = R440 514 per annum. The successful candidate will be required to sign a performance agreement.
CENTRE: State Attorney: Bloemfontein
REQUIREMENTS: 3 years Degree/ National Diploma in Office Administration or equivalent qualification (NQF level 6); 2 years’ experience in Office Administration and Finance; Knowledge of the Public Finance Management Act, Departmental Financial Instruction and Treasury Regulations; A valid driver’s license. Skills and Competencies: Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving; Planning and organizing; Ability to work under pressure.

DUTIES: Key Performance Areas: Perform budget administration service on behalf of the Office of the State Attorney; Manage the payment of accounts and control inventory; Coordinate procurement of equipment and logistical support; Assist with the handling of enquiries and maintain office database.

ENQUIRIES: Ms K C Ngomani Tel No: (012) 3578661
APPLICATIONS: Quoting the relevant reference number, direct your application to: Postal address: The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001 or Physical address:
NOTE : People with disabilities are encouraged to apply.

POST 23/111 : LEGISLATIVE LANGUAGE PRACTITIONER: ISIXHOSA REF NO: 22/132/SLA

SALARY : R261 372 – R307 890 per annum. The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Office of The Chief State Law Adviser: Cape Town

A three-year tertiary qualification majoring in Isixhosa or an equivalent qualification; Experience in working as Language Practitioner in Isixhosa; Knowledge of other languages coupled with a practical understanding of the law; Skills and Competencies: Presentation skills; Language proficiency; Communications skills; Computer literacy; Translations skills Ability to work under pressure.

DUTIES : Key Performance Areas: Translate legislation from English to Isixhosa in accordance with instructions issued by State departments and guidelines issued by Parliament and the Cabinet; Edit and proofread Legislation in Isixhosa; Interact with PANSALB and other relevant stakeholders involved in promoting the use of all official languages; Assist with the promotion and development of Isixhosa as an official language and legal terminology for the use in legislation; Provide language quality control mechanisms in respect of legislation; Perform any other duties as assigned by Senior Legislative Language Practitioner.

ENQUIRIES : Ms P Leshilo Tel No: (012) 357 8240

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

POST 23/112 : ASSISTANT MASTER, MR3- MR5 REF NO: 22/133/MAS (02 POSTS)

SALARY : R260 928 – R926 193 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.

CENTRE REQUIREMENTS : Master of The High Court: Johannesburg

LLB Degree or four years recognized legal qualification; At least 2 years appropriate post qualification legal experience; Knowledge of the Administration of Estates Act, Compliance Act, Mental Health Act, Insolvency Act, Companies Act, Close Corporations Act, Trust Property Control Act and other relevant legislation; Experience in the functional field and services provided by Masters of the High Court; Skills and Competencies: Estate duties; Case flow management; Trust; Administration of estates; Legal research and drafting; Planning and organizing; Dispute Resolution; Time management; Communication skills; Ability to work under pressure and independently in a highly pressurized environment.

DUTIES : Key Performance Areas: Manage the administration of Deceased Estates, Insolvent Estates, Trust and Curatorship; Provide strategic direction to the office; Monitor the implementation of departmental policy, procedures and legislations; Manage the operations regarding the Guardian’s Funds and resources in the office.

ENQUIRIES : Mr. C. Msiza Tel: (012) 315 4754

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


(Re-advertisement. candidates who previously applied are encouraged to re-apply)

SALARY : R201 387 – R357 072 per annum. (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
CENTRE: Family Court, Johannesburg

REQUIREMENTS:
LLB Degree or recognized 4 years’ legal qualification; 5 years appropriate post qualification legal experience; Extensive knowledge of the maintenance system and family law matters; Proficiency in the following languages: English, Afrikaans or Zulu, Maintenance Act (Act 99/1998); Understanding of all services and procedure in the area of Maintenance and other areas; A valid driver’s license; Skills and Competencies: Excellent communication skills (verbal and written); Computer literacy (MS Office); Numeracy Skills; Facilitation and mediation skills; Litigation skills; Legal terminology and process in simple language skills; Interpersonal relations; Innovative and work under pressurized environment. Professionalism and empathy.

DUTIES:
Key Performance Areas: Perform the powers duties or functions of Maintenance Officer in terms of the Maintenance Act; Obtain Financial Information for the purpose of Maintenance enquiries; Appear in the Maintenance Court and conduct proceedings in terms of the Maintenance Act; Implement Bench orders; Supervise the Family Law Section; Mentoring and Coaching; Ensure compliance with disciplinary code; Manage performance of subordinate.

ENQUIRIES:
Ms P Raadt Tel No: (011) 332 9000

APPLICATIONS:
Quoting the relevant reference number, direct your application to: The Regional Head, Private Bag X6, Johannesburg 2000 Or Physical Address: Regional Office – Gauteng; Department of Justice and Constitutional Development; 7th floor Schreiner Chambers, Corner Pritchard and Kruis Street, Johannesburg
The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS: Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha Tel No: 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbokota 012 406 7426

CLOSING DATE: 08 July 2022

NOTE: Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (in full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

POST 23/114: CHIEF DIRECTOR: ENERGY EFFICIENCY PROJECTS REF NO: DMRE/2098

SALARY: R1 269 951 per annum (Level 14)(All-inclusive package)

CENTRE: Head Office, Pretoria

REQUIREMENTS: Degree in Chemical Engineering/Electrical Engineering/Mechanical Engineering/ Energy Studies/ Environmental Science/Technological Management or Project Management ( NQF Level 7) with minimum of 5 years' experience at Senior Managerial level in Clean Energy PLUS the following
competencies: Knowledge of: Knowledge of the energy sector with a specific reference to energy efficiency and the clean energy sector Skills: Communication (written and verbal), Analytical interpretation skills, negotiation skills and computer literacy Thinking demands: Analysis, interpretation, evaluation, and consolidation of information gathered from stakeholder, resource material fill relevant information.

**DUTIES:** /KRA’s: Manage the delivery of the Chief Director functions, budget, and resources to ensure improvement of energy efficiency including resource mobilisation from potential international partners (i.e. Donors) and national partners to optimise resources for the implementation of Energy Efficiency measures. Provide strategies leadership and guidance on all matters related to accelerations of the adoption of high energy efficient products, services, practices in the public and private sectors. Participate in the development and implementation energy efficiency regulations, policies, strategies and plans to reduce energy usage across sectors in the with all the legislative frameworks. Raise the public profile of leadership in the advancement of energy efficiency projects and programmes. Facilitate access of energy efficiency information to support National Energy Efficiency project and programme implementation Ensure effective monitoring of the implementation of National Energy Efficiency programmes/ projects and achievements of energy saving across the sector. Support the Minister, Deputy Minister and Director- General with their obligations pertaining to energy efficiency comments. Manage the Directorate. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/his financial Interests.

**ENQUIRIES:** Mr J Mbele Tel No: (012) 406 7676

**POST 23/115:** DIRECTOR: MINE CLOSURE REF NO: DMRE/2099

**SALARY:** R1 073 187 per annum (Level 13)(All-inclusive package)

**CENTRE:** Head Office, Pretoria

**REQUIREMENTS:** Degree in Natural Sciences, Geology or Environmental disciplines (NQF Level 7) with a minimum of 5 years’ experience at middle level in the related learning fields PLUS the following competencies: Knowledge of: Knowledge of policy lifecycle and phases, Understanding of policy formulation procedures, Knowledge of research methodologies and research processes, Project and programme management, Understanding Environmental Management Systems, Understanding the various mining methods of extraction of minerals, the processing of minerals, rehabilitation, and more closure, Experience in Mine Environmental Management, Mine Environmental Policy or related environmental fields like, Sustainable Development, Environmental impacts, Strategic matters related to the mine environment, Mineral and mining process, Mitigation measures, Mine Closure, All other cross cutting environmental issues i.e. biodiversity, desertification, Skills: Ability to interpret and apply policy and relevant legislation, basic research and research findings, Presentation skills, Ability to initiate research, Leadership qualities to provide strategic direction in resolving strategic problems, Basic computer skills, Verbal and written communication, Administration and procedures, Ability to draft contracts and tender documentation, Manage public participation processes, Facilitation or management of meetings, workshops etc, Problem solving, Project Management and projects coordination, Sound organizing and planning skills, Production of reports, Management of Personnel, Management and control of Finances, Ability to gather and analyse information, Ability to co-ordinate and apply policies, Ability to work individually and in a team, Ability to Network, Ability to liaise with multi-sectoral stakeholders through a participatory process, Good interpersonal relations skills, Good organizational skills, Professional ethics, Driving long hours Thinking demands: Understanding Environmental Management Systems. Understanding the various mining methods of extraction of minerals, the processing of minerals, rehabilitation and mine closure. Experience in Mine Environmental Management, Mine Environmental Policy or related environmental fields. Sustainable Development, Environmental impacts, Strategic matters related to the mine environment, Mineral and mining processes, Mitigation measures,
Mine Closure, All other cross-cutting environmental issue i.e biodiversity, desertification etc.

**DUTIES**

/ KRA’s: Ensure/oversee the implementation of projects aimed at mine closure for derelict and ownerless mines and mine closure. Manage developments in the mine environmental sector (national and international) to ensure that legislation pertaining to mine closure, derelict and ownerless mines remains current and responsive to national developments priorities. Contribute in and provide inputs on Agreements Convention. Provide strategic guidance and leadership in the development and review of mine environmental policies, legislation and strategies. Manage the directorate. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: https://www.thensg.gov.za. A Certificate in Project Management will be an added advantage. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**ENQUIRIES**

Mr RA Moatshe Tel No: (012) 444 3721
OFFICE OF THE PUBLIC SERVICE COMMISSION

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

APPLICATIONS
Forward your application, stating the relevant reference number to: The Director-General, Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at Commission House, Office Park Block B, 536 Francis Baard Street, Arcadia, Pretoria, for attention Mr M Mabuza or you can email your application to recruitment@opsc.gov.za.

CLOSING DATE
08 July 2022, 15h45

NOTE
Applications must consist of: Only a fully completed and signed Z83 form (which can be downloaded at www.dpsa.gov.za-vacancies) and a recent comprehensive with contactable referees (telephone numbers and email addresses must be indicated. Only shortlisted candidates’ will be required to bring certified copies of ID, license and qualification on or before the interviews. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Candidates will be subjected to Practical Assessment to determine their suitability for the post. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted. All shortlisted candidates for SMS post will be subjected to a technical exercise that intends to test the relevant technical elements of the job, logistics of which will be communicated by the office of the Public Service Commission. Following the interview and technical exercise, the Selection Committee will recommend a candidate to attend a generic managerial competency assessment (in compliance with the DPSA Directives on the competency based assessments). The competency will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applications. Applicants are advised that the old Z83 which was valid until 31 December 2020 will not be accepted. Should an individual wish to apply for a post, he/she will be required to submit the new application for employment (Z83) form which became effective on 1 January 2021 and can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using incorrect applications for employment (Z83) form, it will not be considered.

OTHER POST

POST 23/116
DEPUTY DIRECTOR: PUBLIC ADMINISTRATION INVESTIGATIONS REF NO: DD: PAI/05/2022 (X2 POSTS)

SALARY
R744 255 per annum. (All inclusive remuneration package) The package includes a basic salary (70% of package), State’s contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE
Public Service Commission House, Pretoria

REQUIREMENTS
Ideal candidate’s profile: The Public Service Commission (PSC) requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have. An appropriate recognised National Diploma/Bachelor’s Degree (NQF level 6/7) in Law/ Auditing/ Forensic Investigations/ Public Administration/Social Sciences. Three (3) to five (5) years’ experience in forensic Investigations/ Investigations/ Auditing/ Fraud and Anti-Corruption at supervisory/ASD level. Knowledge and experience of the Public Service legislation including but not limited to: The
Constitution of the Republic of South Africa, the Public Service Act, the Public Service Commission Act, the Public Finance Management Act, National Treasury regulations and Supply Chain Management prescripts. Proven investigative and analytical skills. An understanding of the Constitutional Values and Principles (CVPs) in section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the PSC regarding the CVPs. Report Writing skills. Proven computer literacy in the Microsoft Office Suite. A valid driver’s license (with exception of disabled applicants).

**DUTIES**

**Key Performance Areas:** Investigate complaints lodged with the PSC and of PSC’s own accord into areas of Public Administration. Gather and analyse information obtained during investigations. Draft submissions, memoranda and letters emanating from investigations. Maintain the Integrated Grievance and Complaints Management System (Database on Complaints). Follow up on cases referred to departments for investigation. Conduct investigative research into areas of Public Administration practices. Draft reports with appropriate findings, recommendations/directions/advice. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions and update relevant databases. Compile presentations on investigative reports. Provide support in the promotion and evaluation of the CVPs in section 195 of the Constitution. Conduct monthly and quarterly monitoring of the implementation of the PSC’s recommendations and directions and update relevant databases. Supervise staff. Provide support to the organization through participation in office management related tasks.

**ENQUIRIES**

Mr Fanie Hartzenberg Tel No: (012) 352 1064

**POST 23/117**

Assistant Director: Legal Support REF: ASD/LS/05/2022 (6 Months Contract)

**SALARY**

R382 245 per annum (Level 9)

**CENTRE**

Public Service Commission House, Pretoria

**REQUIREMENTS**

Ideal candidate’s profile: Relevant LLB degree, 3-year tertiary qualification. Added advantage: Admitted as attorney. Valid driver’s licence. Minimum of five years’ experience in legal services / practice. (Admission as an attorney/advocate will be an added advantage and public service experience will be an added advantage). Skills & Knowledge: Problem solving. Communication. Computer literacy. Interpersonal skills. Policy development. Stakeholder relations. Analytical skills. Strategic Report writing skills. Knowledge of legal legislation for government departments and the PSC in particular. Conducting of procedures. Implementation of legislation and regulations. Must be creative. Motivated, Self-driven. Results-oriented and initiative. Ability to work both independently and as part of a team. Ability to work under pressure and maintain a high level of confidentiality. Must have commitment to transformation. An understanding of the Constitutional Values and Principles (CVPs) in Section 195 and how these CVPs contribute towards effective public service delivery. An understanding of how this post supports the role of the Public Service Commission (PSC) regarding the CVPs. Must have a valid driver’s license (with exception of disabled applicants).

**DUTIES**

Key Performance Areas: Provide guidance and ensure legislative compliance with applicable legislation. Monitor and draft Departmental Policies in terms of legal aspects. Monitor the implementation of PAJA and PAIA legislation reports. Advice management on legal matters in the legal environment that affects the PSC. Assist and reports to the Directorate: Litigation and Legal Services.

**ENQUIRIES**

ADV. Shukrat Makinde Tel No: (012) 352 1188
ANNEXURE M

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION

APPLICATIONS

Applications must be sent / or hand-delivered to: The Department of Planning, Monitoring and Evaluation (DPME), Attention: Human Resource Admin & Recruitment, at 330 Grosvenor Street, Hatfield, Pretoria, 0001 (please quote the relevant post and reference number). Emailed applications will not be accepted.

CLOSING DATE

8 July 2022 at 16:30

WEBSITE

www.dpme.gov.za

NOTE

The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on a signed Z.83 accompanied and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates only. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. The DPME is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post(s). Failure to submit the above information will result in the application not being considered. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state’s contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises/tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is the successful completion of the Snr Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS the full details can be obtained by following the link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/ The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS. Candidates are required to use the new Z83 (Application for employment) that is implemented with effect from 1 January 2021. A copy can be downloaded on the website of the Department of Public Service & Administration (DPSA) at www dpsa.gov.za

OTHER POSTS
ASSISTANT DIRECTOR: ADMINISTRATION REF NO: 023/2022
Branch: National Planning Coordination Services.

SALARY: R382 461 745 per annum (all-inclusive salary package) (Level 09)
CENTRE: Pretoria

REQUIREMENTS:
A relevant 3-year tertiary qualification (NQF 6) in Public Administration, Office Management/Administration or equivalent with 5 years' appropriate experience of which 3 years must be in administrative environment and 2 years at supervisory level. The ideal candidate should have the ability to develop and implement effective administrative systems and demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Produce good quality of work, be reliable, and take initiative. Should have good communication skills and interpersonal relations, should be flexible and have the ability to work with a team. Must have planning and execution skills, leadership skills, and the ability to delegate and empower subordinates. Should have sound administration and management skills and good financial background and knowledge of PFMA, Public Service Act and general government environment.

DUTIES:
The successful candidate will be responsible to coordinate administrative activities in the Office of the DDG / Head of Component including providing administrative systems and office personnel support. This entails: Rendering general logistical and programme/project management support. Assist in managing multiple projects and responsible for all logistics planning related to travel and events. Analyse and implement operating systems and procedures within the office. Ensure smooth running of the Office. Perform administrative functions such as assisting in preparing branch inputs for strategic plans and annual performance plans, operational and strategic risk plans and reports, quarterly and annual performance reports and compiling minutes, and compiling annual programme budget requests. Compile and coordinate procurement plans for the unit. Manage incoming and outgoing correspondence to ensure effective office procedures and flow of work. Oversee the implementation of policies, procedures and processes on Human Resources and Finance and give guidance/advice within the Unit. Coordinate leave planning in the branch. Liaise with internal and external stakeholders to ensure effective communication. Manage, monitor, analyse the office budget and provide monthly cash flow projections. Coordinate and consolidate the Branch quarterly and annual performance plans and operational plans. Coordinate the preparation and render secretariat support in all Branch/unit's meetings and also follow up on key decisions, agreements from the meetings and ensure timely implementation thereof. Draft required documentation, scrutinise submission/reports forwarded to branch/unit. Execute research, analyses of information, compile and collate documents for the Branch/unit head. Facilitate the procurement of goods and services. Develop and administer branch tracking systems, including on submissions, SCM, incoming and outgoing correspondence etc. and coordinate information management and storage of records and relevant documentation. Management/supervision of staff in the unit.

ENQUIRIES: Mr M Lehong, Tel No (012) 312-0540
ANNEXURE N

DEPARTMENT OF ENTERPRISES

APPLICATIONS : The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0008 or by email stated below
FOR ATTENTION : Human Resources
CLOSING DATE : 08 July 2022
NOTE : Applicants are not required to submit copies of qualifications and qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Department will request certified copies of Qualifications and other relevant documents from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Target.

OTHER POST

POST 23/119 : ASSISTANT DIRECTOR: INFORMATION SYSTEMS ANALYST, REF NO: DPE/2022/04
Unit: Information Management
SALARY : R382 245 per annum (Level 09)
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of an appropriate undergraduate qualification in Information Technology at NQF level 7 accompanied by at least 5 years’ appropriate experience at operational level. Must have IT Development and Systems Knowledge. The following will be added advantage: Programming, Web-based technologies, SQL, UML, TOGAF, Business Intelligence Development. Must have excellent written and verbal communication skills. Ability to work on own initiative and as part of a team. Solid knowledge of various IT frameworks. Excellent problem-solving and analytical skills. Ability to train and support non-technical audience on systems. Be highly analytical and effectively able to troubleshoot and prioritize needs, requirements, and other issues. Keeping up to date with developments in IT standards and be committed to continuous learning and system development. Broad knowledge of hardware, software and programming. Logical approach to problem solving. Good interpersonal and client-handling skills, with the ability to manage expectations and explain technical detail. Methodical, investigative and inquisitive mind and attention to detail. Flexible approach to work
DUTIES : To provide in line with approved solution business case documents, systems and application development services, maintenance, management, end user support and database administration. Liaise between, and report to, internal and external clients and stakeholders, including programmers and developers, throughout the development process. Perform regular system administration. Plan, design, develop and implement organizational systems. Facilitate UAT. Report on project Status. Overseeing implementation of a new system including data migration. Supporting users on change control and system updates. Provide training and user manuals to users of a new system. Keep up to date with technical and industry developments. Must have a Data Analytics experience. Understanding of Microservices Architecture and API’s. Train employees and optimize user experience with programs. System Roll out and Go-Live support Monitor system usage. Software Asset Management: manage and optimize the purchase, deployment, maintenance, utilization, and disposal of software applications within the Department. Management of software agreements/ licenses, asset register and renewal of licenses.
Database Management: Maintenance and administration of departmental applications databases. Ensure Database integrity checks are conducted.

ENQUIRIES: Mr. Benneth Baloyi, Tel No: (012) 431-1029, email: recruit.bb@dpe.gov.za
ANNEXURE O

NATIONAL PROSECUTING AUTHORITY

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

APPLICATIONS
All applications must be submitted to the relevant Recruitment Response Email stated below.

CLOSING DATE
11 July 2022

NOTE
Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA website link: https://www.dpsa.gov.za/newsroom/psvc/ and a comprehensive CV (with detailed experience information). Failure to do so will result in your application being disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents on or before the day of the interview following communication from Human Resources. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant’s responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Handwritten Z83 must be completed in Block Letters. If the Z83 is not completed as prescribed your application will not be accepted. All applications must reach the NPA on or before the closing date. No late applications will be accepted/processed. The NPA cannot be held responsible for server delays. Applicant’s attention is drawn to the fact that the NPA uses an Electronic Response Handling System in terms of e-mailed applications. Please DO NOT contact the NPA directly after you have e-mailed your applications to inquire if your application(s) have been received. If you have not received an acknowledgement of receipt within one week after the closing date then you can contact the NPA. The NPA reserves the right not to fill any particular position. If you do not hear from us within (6) six months from the closing date of the advert, please accept that your application was unsuccessful. Successful candidates will be subjected to a security clearance of at least confidential. Appointment to this position will be provisional, pending the issue of security clearance. Fingerprints will be taken on the day of the interview. The social media accounts of shortlisted applicants may be accessed as part of the verification process. A valid driver’s license will be a requirement where applicable. 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 NPA. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency based assessments (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. Applicants are advised that from 1 January 2021 a new application form for employment (Z83) is in use. The new application for employment form can be downloaded at www.dpsa.gov.za-vacancies. From 1 January 2021 should an application be received using the incorrect (old) application for employment (Z83), it will not be considered. NB! Applicants Who Are Successful Must Please Note That the NPA Is Not In a Position To Pay Resettlement Costs NB! All employees considered for appointment to the Investigating Directorate will be subject to a lifestyle audit and integrity vetting.

MANAGEMENT ECHELON

POST 23/120
Deputy Director of Public Prosecutions Recruit 2022/252 (2 Posts)
(Three-Year Contract)
Investigating Directorate

SALARY
R1 327 971 per annum (Level 14) (Total Cost Package)

CENTRE
Head Office: Pretoria

REQUIREMENTS
An LLB or any appropriate legal qualification for serving prosecutors. At least ten years’ post qualification experience in civil and/or criminal litigation.
Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Right of appearance as contemplated in section 25(2) of the NPA Act, 32 of 1998. Admission as an Attorney/Advocate will be an added advantage. Good advocacy and legal drafting skills. Knowledge of civil and/or criminal procedure. Good interpersonal, analytical, presentation and communication skills. General management and project management skills. Valid driver’s license.

**DUTIES**

Manage the portfolio assigned by the Director. Manage, train and guide Advocates, Prosecutors and stakeholders in respect of all matters, including complex / high profile matters, in the high court, the highest court of appeal and the constitutional court. Investigate and prosecute cases as per the mandate of the Investigating Directorate. Provide legal oversight and guidance in investigation projects and legal casework. Study case dockets and other documents relating to corruption matters, criminal matters, make and review decisions with regard to the institution of criminal proceedings. Prepare cases for court including the acquisition of additional evidence and drafting charge sheets, indictments and other court documents. Present the state’s case in court, including examination and cross-examination of witnesses and addressing the court on conviction and sentence. Study appeals and reviews, prepare opinions and heads of argument and argue cases in the appropriate court. Appear in motion applications pertaining to criminal matters for the Investigating Directorate. Map out strategic planning for the division and lead staff members towards achieving the strategic objectives. Oversee resources and align them to strategic objectives. Development, performance management and assessment of staff members. Deal with representations and complaints. Ensure that a high standard of professional work is being carried out. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system.

**ENQUIRIES**

Maureen Dibetle Tel No: 012 845 7727

**APPLICATIONS**

e mail Recruit2022252@npa.gov.za

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**OTHER POST**

**POST 23/121**

FINANCIAL INVESTIGATOR RECRUIT 2022/253 (6 POSTS)

(Three-Year Contract)

Investigating Directorate

**SALARY**

R382 245 per annum (Level 9) (Excluding Benefits)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

An appropriate B -degree (NQF level 7) or Three (3) year Diploma (NQF level 6) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner will be an added advantage. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Three (3) years’ experience in financial investigation or related. The ability to perform administrative tasks efficiently, effectively, and error free. To provide a record of the activeness/deliverables by means of formal, clear and persuasive presentation of facts and ideas. Communication includes the ability to convey messages to individuals and groups at the appropriate time and to incorporate listening proficiencies so as to identify ideas, attitudes and actual content. Excellent written and verbal communication. Ability to plan and organize work, and distinguish between urgent and important tasks/activities. Ability to achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the NPA and ensure the highest level of customer care and customer satisfaction. Ability to identify and solve problems by analyzing situations and apply critical thinking in order to resolve problems and decide on courses of action and implement the solutions developed in order to overcome problems and constraints.

**DUTIES**


**ENQUIRIES**

Maureen Dibetle Tel No: 012 845 7727

**APPLICATIONS**

e mail Recruit2022253@npa.gov.za
NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitations website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV. All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late, applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. Applications that do not comply with the above-mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however, it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on http://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

OTHER POSTS

POST 23/122: AUDIT COMMITTEE MEMBER REF NO 080722/01
(3 Year Contract)

SALARY: The compensation of members of the Audit Committee Members is determined at an hourly tariff based on South Africa Institute of Chartered Accountants (SAICA) / Auditor General South Africa (AGSA) rates.

CENTRE: Pretoria: (Roodeplaat training centre)

REQUIREMENTS: An appropriate three-year qualification at NQF 7 in any of the following fields: Information Technology/ Legal/ Social Sciences/ Risk Management/ Accounting and Auditing. (A higher qualification will be an added advantage). Applicants should have executive management experience in the governance, risk management for more than ten (10) years. Preference will be given to someone with legal experience. Previous Audit Committee and/or oversight committees experience (mainly in Public Sector). Relevant work experience in Accounting, Internal Audit, Governance, Legal, Information Communication Technology, Performance Management and Risk Management. Knowledge of the Water Sector and legislation governing the Water Sector will serve as an added advantage. Knowledge of the PFMA and the Public Sector will serve as an advantage. Must possess the following qualities: An enquiring and analytical mind-set; Good communication skills; independence and integrity; and an
understanding of the regulatory framework within which National Departments operate within the Public Sector.

**DUTIES**

The audit committee is an advisory committee that assists the department by performing oversight in respect of internal controls, risk management and governance processes. The committee reports to the Executive Authority on a quarterly basis. The committee carries out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations, and operate according to the approved Audit Committee Charter.

**ENQUIRIES**

Mr M Motsatsi Tel No 012 336 7905/ 082 610 9861

**APPLICATION**

Pretoria: (Roodeplaat training centre) Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria. 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Planning Recruitment and selection Unit

**POST 23/123**

**SENIOR SECURITY ADMINISTRATION OFFICER REF NO 080722/02**

Branch: Corporate Support Service Dir: Security Management

**SALARY**

R321 543 per annum (Level 8)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Mr. M Buys, Tel No: 012 336 8321

**APPLICATION**

Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria. 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Planning Recruitment and selection Unit

**POST 23/124**

**SECURITY OFFICER REF NO 080722/03**

Branch: Corporate Support Service Dir: Security Management

**SALARY**

R124 434 per annum (Level 3)

**CENTRE**

Head Office (Roodeplaat Training Centre)
**REQUIREMENTS**

An NQF level 3 Basic Education and Training. (A Senior /Grade 12 certificate will be an added advantage). Two (2) years exercise in Security industry will serve as an added advantage. PSIRA Grade C registered. Knowledge of the access control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. MISS, MPSS, Protection of Information Act, etc). Knowledge of the relevant emergency procedures. Applicant must possess these skills (report writing skills, investigation, riot control, effective communication, searching and emergency evacuation skills) as well as first aid and fire prevention competencies.

**DUTIES**

Perform access control functions by controlling access and egress and determining visitors have appointment or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the access control register is controlled and issue control documents/cards as required. Escort visitors to the relevant employee/venues where required. Operate X-Ray machines in performance of access control to detect unauthorized and dangerous equipment (e.g. firearms and dangerous objects) where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Perform proper lockups for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Ensure safety in the building and the premises through undertaking building and the premises patrol to identify and check that doors are locked and unlocked as required, water leaks and taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals. Lights, on and off as required, suspicious objects and packages. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert emergency services department management. Monitor and respond to the alarm system. Ensure that equipment/assets and documents do not leave or enter the building or premises unauthorized. Records should be in place by completing or ensuring that registers to control the movement of the equipment, stores and documents are completed. Ensure that no equipment/assets and documents of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing or stolen equipment and assets. Handle documents and point of entry according to classification and the prescripts. Ensure that all incidents are recorded in the occurrence book/register by handling incidents reports according to classification and prescript. Operate control from room security equipment through monitoring of all movements. Events, and activities within the department's premises using CCTV equipment's. Ensure that security systems are in good working condition. Immediately report all incidents monitored, report to supervisor. Monitor all access point for effective access control. Report all identified non-compliance to security policy and procedure to improve office security. The successful candidate would time to time required to work shifts including weekends and public holidays.

**ENQUIRIES**

Mr. M Buys, Tel No: 012 336 8321

**APPLICATION**

Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION**

Planning Recruitment and selection Unit
<table>
<thead>
<tr>
<th><strong>APPLICATIONS</strong></th>
<th>Applications directed to the addresses as indicated below or Hand Delivery as indicated below:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St Barnabas Hospital</strong></td>
<td>Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase Tel no 047 555 5300</td>
</tr>
<tr>
<td><strong>Eastern Cape College of Emergency Care</strong></td>
<td>Post to: HR Office, EMS College, P.O. BOX 12500, Centrahil, 6006 or hand deliver to: HR Office, EMS College (Next to Dora Nginza Hospital), Spondo Street, Zwide, Port Elizabeth, 6006. Enquiries: Mr K Plaatjie Tel no 041 453 0911.</td>
</tr>
<tr>
<td><strong>Holy Cross Hospital</strong></td>
<td>Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms B Mbutye – Tel no 039 252 2026/8</td>
</tr>
<tr>
<td><strong>Bambisana Hospital</strong></td>
<td>Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to: Gqogwana A/F, Lusikisiki, 4820. Enquiries Mr S Mahlangeni Tel No: 039 253 7262.</td>
</tr>
<tr>
<td><strong>Lukhanji Sub-District</strong></td>
<td>Post to: Human Resource Office, Lukhanji Sub District Private Bag x1 Queenstown 5320. Enquiries: Ms Mtweni Tel no 045 807 8908</td>
</tr>
<tr>
<td><strong>Sakhisizwe Sub-District</strong></td>
<td>Post to: Human Resource Office, Sakhisizwe Sub-District, P.O. Box 1126, Cala 5455 Enquiries: Ms B Mtsi Tel no 047 877 0931.</td>
</tr>
<tr>
<td><strong>Ngcobo Sub-District</strong></td>
<td>Post to: Human Resource Office, Ngcobo Sub-District, P.O Box X 215, Ngcobo 5050 or hand delivered to: All Saints Hospital Ngcobo (Old Maternity Ward) Enquiries: Ms N. Matala Tel no 047 548 0022/34</td>
</tr>
<tr>
<td><strong>Inxuba Yethembu Sub District</strong></td>
<td>Human Resource Office, Inxuba Yethembu Sub District Private Bag x90 Cradock 5860. Enquiries: Ms GO Van Heerden Tel no 048 881 2921</td>
</tr>
<tr>
<td><strong>Emalahleni Sub District</strong></td>
<td>Post to: Human Resources Office, Emalahleni Sub District Lady Frere 5410. Enquiries: Ms NP Mtshabe Tel no 047 878 4300.</td>
</tr>
<tr>
<td><strong>Nelson Mandela Metro Office</strong></td>
<td>Post to: HR Office, Nelson Mandela Health District, Private Bag X28000, Greenacres Port Elizabeth 6057 or hand deliver to: Registry Office Nelson Mandela Health District Office, (Old Walton Building) Coneyingham Street, Parson Hill, Port Elizabeth, 6057. Enquiries: Ms P Makuluma Tel No: 041 391 8164.</td>
</tr>
<tr>
<td><strong>Makana Sub- District</strong></td>
<td>Post to: HR Office, Makana Sub- District Private Bag X 1023 Grahamstown 6140 or hand deliver to: HR Office, Makana Sub District, 49 Beaufort Street Grahamstown 6140. Enquiries: Ms. Galeni Tel no 046 622 4901.</td>
</tr>
<tr>
<td><strong>Senqu Sub-District</strong></td>
<td>Post to: Human Resource Office, Senqu Sub-district, Private Bag X5009, Sterkspruit, 9762 or hand deliver: HR Office, Senqu Sub-district, Bensonvale Colliage. Enquiries: Mr J.S Ndzinde – Tel no: 051 633 9631.</td>
</tr>
<tr>
<td><strong>Cecilia Makhwane Regional Hospital</strong></td>
<td>Post to: HR Office, Cecilia Makhwane Regional Hospital, Private Bag X9047 Cambridge 5200 or hand deliver to: HR Office, Cecilia Makhwane Hospital 4 Billie Road, Mdantsane, East London, 5219 Enquiries: Ms N. Matshaya Tel no 043 708 2121.</td>
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<tr>
<td><strong>Maluti Sub District</strong></td>
<td>Post to: The Human Resource Manager, Maluti College of Education, PO Box 63, Maluti, 4740 Enquiries R Kok Tel no 039 250518/0519.</td>
</tr>
<tr>
<td><strong>Ummzimvubu Sub District</strong></td>
<td>Post: Human Resource Office, Ummzimvubu Sub District, Private Bag X3515, Kokstad 4800. Enquiries: Mr Magadla Tel no 039 727 2090.</td>
</tr>
<tr>
<td><strong>Amahlati Sub-district</strong></td>
<td>Post to: Human Resources Office, Amahlati Sub-district, Private Bag x7425, King Williams Town, 5600. Hand Delivery: Amahlati Sub-district, 01 Bridge Street, West Bank, King Williams Town, 5600. Enquiries: Ms B Mngxe Tel no: 043 643 4775/6.</td>
</tr>
<tr>
<td><strong>Mnquma Sub-district</strong></td>
<td>Post to: HR Office, Mnquma Sub-district or hand deliver to: HR Office 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries: Ms N Tenga Tel no: 047 491 0740.</td>
</tr>
</tbody>
</table>
Mbhashe Sub District - Post to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or hand Deliver to: HR Office, Mnquma Sub District (Public Works Premises) next to Kunene Funerals, Enquiries: Ms Mkhwetha Tel no 047 489 2417/16

Raymond Mhlaba Sub District - Post to: Human Resource Office, Raymond Mhlaba Sub District, P.O. Box 967, Fort Beaufort, 5720 or hand deliver to: HR Office, Raymond Sub District, Room 8, First Floor, Heatown Road, Fort Beaufort 5720. Enquiries: Mr Dyomfana Tel no 046 645 1892.

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

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


Nyandeni Sub District - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to: HR Office, Nyandeni Sub District, Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Mr L Pokolo Tel no 047 555 0151.

St Elizabeth Regional Hospital-Post to: St Elizabeth Hospital P/B X1007 Lusikisiki 4820 or Hand Delivery to:Human Resource Office, Main Street,Lusikisiki. Enquiries: Ms N Ndoda 039 253 5021/5000

Tafalofefe Hospital – Post to: HR Office, Tafalofefe Hospital Private Bag X 3024, Butterworth, 4960 or hand deliver to: HR Office, Tafalofefe Hospital, Kabakazi A/A Centane 4960. Enquiries: Enquiries: Ms V. Motebele Tel no 047 498 0026.

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

Livingstone Tertiary Hospital- Post to: The Human Resource Manager, Recruitment Section, Private Bag x. Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth, 6014. Enquiries: Ms L Mabanga 041 605 2348

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

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel: 047 401 9000.

Frontier Regional Hospital – Post to: HR Office, Private Bag X 7063 Queenstown 5320 or Hand Delivery to HR Office Frontier Hospital, Enquiries: Ms P Marongo Tel No. 045 808 4272.

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

New Brighton & Gelvandale, Joubertina, Graaff Reniet and Grahamstown Forensic Pathology Services: Post to & hand deliver to: PE Central CHC, Northwood Street, Mount Croix, Port Elizabeth, 8001. Enquiries: Mr J Jenniker Tel no 041 373 1525

Queenstown & Moltene Forensic Pathology Services - Post to: Human Resource Office, Forensic Pathology Services P O Box 1022, Queenstown 5320 or Hand deliver to CSSD Building, Komani Psychiatric Hospital 1833, National Road Queenstown 5320. Enquiries: M Mathiso Tel no 045 858 8112.
Komani Psychiatric Hospital 1833, National Road Queenstown 5320: Enquiries: Mrs N Mzola Tel no 045 858 8400.

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

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

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

**Burgersdorp Hospital** - Post to: Human Resource Office, Burgersdorp Hospital, Burgersdorp, 9744 or Hand delivery: HR Office, Burgersdorp Hospital, Daantjie Van Den Heever street. Enquiries: Ms N Zondi - Tel no: 051 653 1881.

**Lady Grey Hospital** - Post to: Human Resource Office, Lady Grey Hospital, PO Box 20, Lady Grey, 9755 or Hand delivery: HR Office, Lady Grey Hospital. Enquiries: Ms N Skisazana – Tel no: 051 603 0093/0115.

**Wilhelm Stahl Hospital** – Post to: HR Office, Wilhelm Stahl Hospital, Private Bag x51, Middleburg, 5900. Enquiries: Mr B Mbalula Tel no 049 842 1111

**Aliwal North Hospital** – Post to: HR Office, Aliwal North Hospital, Private Bag x 1004, Aliwal North, 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklande Street, Aliwal North. Enquiries: Ms Fourie Tel no 051 633 7700.

**Empilisweni Hospital** – Post to: HR Office, Empilisweni Hospital, Private Bag x 5029, Sterkspruit, 9762 or hand deliver to: HR Office, Empilisweni Hospital, Umlamli Road, Sterkspruit, 9762. Enquiries: Mr SL Bosholo Tel no 051 611 0037.

**Taylor Bequest Hospital (Mt Fletcher)** - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mt Fletcher, 4770, Hand delivery: Elundini LSA Police Street, Mount Fletcher. Enquiries: Ms N Ngwabeni – Tel no: 039 257 0099.

**Maclear Hospital** – Post to: Human Resource Office, Maclear Hospital, PO Box 93, Maclear, 5480 or Hand delivery: HR Office, No 1 Fourie Street, Maclear Hospital. Enquiries: Ms N Zuza - Tel no: 045 932 1028.


**Maletsawal Sub-District** - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletsawal Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

**Jamestown Hospital** – Post to: Human Resource Office, 3 Hill Street, Private bag X03, Jamestown, 9742. Enquiries: Mr JS Nzinde – Tel no: 051 633 9617.

**Mthatha Pharmaceutical Depot** – Post to: HR Office, Mthatha Pharmaceutical Depot, Private Bag x5213, Mthatha, 5099 or hand deliver to: HR Office, Mthatha Pharmaceutical Depot (Next to Nelson Mandela Academic Hospital), Mthatha 5099. Enquiries: Mr M Diko Tel no 047 532 6023.

**Elundini Sub District** – Post to: HR Office, Elundini Sub District, PO Box 1129, Mt Fletcher, 4770 or hand deliver to: HR Office, Elundini Sub District Office, Police Street, Mt Fletcher, 4770. Enquiries: Ms Du Plessis Tel no 039 257 2400.

**Closing Date**

08 July 2022

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

OTHER POSTS

POST 23/125 : CLINICAL MANAGER REF NO: ECHEALTH/CM/STBA/ARP/02/06/2022

SALARY : R1 191 510 – R1 322 391 per annum (OSD)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver’s license.

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

ENQUIRIES : Ms Ndamase Tel no 047 555 5300

POST 23/126 : CLINICAL MANAGER REF NO: ECHEALTH/CM/BURGH/ARP/02/06/2022

SALARY : R1 191 510 – R1 322 391 per annum (OSD)
CENTRE : Joe Gqabi District, Burgersdorp Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver’s license.

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

ENQUIRIES : Mr B Mbalula Tel no 049 842 1111.

POST 23/127 : CLINICAL MANAGER REF NO: ECHEALTH/CM/LGHH/ARP/02/06/2022

SALARY : R1 191 510 – R1 322 391 per annum (OSD)
CENTRE : Joe Gqabi District, Lady Grey Hospital
**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver’s license.

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

**ENQUIRIES**: Ms N Skisazana – Tel no: 051 603 0093/0115

**POST 23/128**: CLINICAL MANAGER REF NO: ECHEALTH/CM/JAMSH/ARP/02/06/2022

**SALARY**: R1 191 510 – R1 322 391 per annum (OSD)

**CENTRE**: Joe Gqabi District, Jamestown Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years’ appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. Computer skills. A valid driver’s license.

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

**ENQUIRIES**: Mr JS Nzinde – Tel no: 051 633 9617

**POST 23/129**: PRINCIPAL (EASTERN CAPE COLLEGE OF EMERGENCY CARE) REF NO: ECHEALTH/ECCEC/PRCP/ARP/02/06/2022

**SALARY**: R884 664 – R1 011 522 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Eastern Cape College of Emergency Care

**REQUIREMENTS**: Successful completion of one of the following qualifications that allows registration with Health Professions Council of South Africa (HPCSA) as an Emergency Care Practitioner: Recognised B Tech (Emergency Medical Services), B (Emergency Medical Care) or BHSc (Emergency Medical Care) degrees. A minimum of three (3) years’ experience after registration with HPCSA as an Emergency Care Practitioner or a minimum of three (3) years’ experience working as an EMS Course Co-ordinator or relevant management level within an EMS College or at a Higher Education Institution. A Master’s degree (or towards) will be added advantage. Current registration as an Emergency Care Practitioner with the HPCSA is mandatory. Knowledge of regulations pertaining to HPCSA training standards, PFMA, Treasury regulations, Skills Development Act and any other related acts. Competencies: Highly competent, enthusiastic and knowledgeable practitioner to manage an EMS College. Sound knowledge of regulations and policies governing EMS.
training and education. Computer literacy in MS Word, Excel and PowerPoint is essential. Good interpersonal and management skills. Sound knowledge of financial management policies and labour relations prescripts is essential. A valid code EB drivers licence with PDP is essential.

**DUTIES**

Management of EMS education, training and provincial migration plan. Manage the development and accreditation of courses in accordance to the National Emergency Care Education and Training policy, CHE, HPCSA and other legislation. Management of district training centres to widen access for continuing Professional Development. Develop Strategic and business plans to advise the Chief Director of Human Resource Development on legislative aspects relating to EMC training and development. Efficient management of all college resources including human resource, allocated budget and assets. This will involve representation of the college at the Chief Directorate meetings.

**ENQUIRIES**

Mr. K.V. Plaatjie Tel No: 041 453 0911

**POST 23/130**

DEPUTY MANAGER NURSING REF NO:

ECHEALTH/DMN/HOLYC/ARP/02/06/2022

**SALARY**

R856 272 – R963 723 per annum (OSD)

**CENTRE**

OR Tambo District, Holy Cross Hospital

**REQUIREMENTS**

Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

**DUTIES**

To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

**ENQUIRIES**

Ms B Mbutye – Tel no 039 252 2026/8

**POST 23/131**

DEPUTY MANAGER NURSING REF NO:

ECHEALTH/DMN/ALNH/ARP/02/06/2022

**SALARY**

R856 272 – R963 723 per annum (OSD)

**CENTRE**

Joe Gqabi District, Aliwal North Hospital

**REQUIREMENTS**

Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver's license.

**DUTIES**

To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES: Ms Fourie Tel no 051 633 7700

POST 23/132: DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/BAMBC/ARP/02/06/2022

SALARY: R856 272 – R963 723 per annum (OSD)
CENTRE: OR Tambo District, Bambisana Hospital
REQUIREMENTS: Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. Minimum of 9 years after registration as a Professional Nurse, at least 4 years’ appropriate recognizable experience must be at Management level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. Valid driver’s license.

DUTIES: To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES: Mr S Mahlangeni – Tel No: 039 253 7262.

POST 23/133: MEDICAL OFFICER GRADE 1-3 REF NO: ECHEALTH/OO/FTH/ARP/02/06/2022

SALARY: R833 523 - R1 362 366 per annum (OSD)
Grade 1: R833 523 – R897 932 per annum (OSD)
Grade 2: R953 049 – R1 042 092 per annum (OSD)
Grade 3: R1 106 037 – R1 382 802 per annum (OSD)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration.
Grade 3: Minimum of 10 years’ experience after registration.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after- hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES: Ms N. Mthitshana Tel No: 043 709 2487/ 2532.
### POST 23/134: MEDICAL OFFICER GRADE 1-3
- **REF NO:** ECHEALTH/MO/FEPH/ARP/02/06/2022
- **CENTRE:** Sarah Baartman District, Fort England Psychiatric Hospital
- **REQUIREMENTS:** An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies.
- **Grade 1:** No Experience required.
- **Grade 2:** Minimum of 5 years relevant experience after registration.
- **Grade 3:** Minimum of 10 years’ experience after registration.
- **DUTIES:** Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
- **ENQUIRIES:** Ms N. Mthitshana Tel No: 043 709 2487/ 2532.

### POST 23/135: CLINICAL PSYCHOLOGIST GRADE 1 – 3
- **REF NO:** ECHEALTH/CP/LTH/ARP/02/06/2022
- **CENTRE:** Nelson Mandela Metro, Livingstone Tertiary Hospital
- **REQUIREMENTS:** Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Clinical Psychologist. Registration with a professional council: Registration with the Health Professions Council of South Africa as a Clinical Psychologist. Inherent requirement of the job: Availability to work after hours, when required. Valid Code B/EB driver’s license. Experience: **Grade 1:** None after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. **Grade 2:** Minimum of 8 years’ relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees who performed Community Service, as required in South Africa. Minimum of 9 years’ relevant experience after registration with the HPCSA as Clinical Psychologist in respect of RSA-qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Minimum of 16 years’ relevant experience after registration with the HPCSA as Clinical Psychologist in respect of foreign-qualified employees, of whom it is not required to perform Community Service, as required in South Africa.
- **DUTIES:** Complete administrative tasks effectively. Participation in academic research. Participation in any project or clinical initiative that falls under the rubric of Alexandra Hospital’s annual operational plan (AOP). Provide psychological consultation to the OPD multi-disciplinary team and appropriate outreach and support. The provision of psychological therapies and the clinical assessment of community-based children and adults with intellectual and developmental disabilities and complex mental health needs at the Outpatient Department (OPD). Training and supervision of intern clinical psychologists and
involvement in teaching, training and academic research supervision to psychology, medical and other undergraduate/postgraduate students.

ENQUIRIES: Ms L Mabanga Tel No: 041 605 2348

POST 23/136: PHARMACIST GRADE 1-3 REF NO. ECHEALTH/PHAR/FEPH/ARP/02/06/2022

SALARY: R703 773 – R884 664 per annum (OSD)
Grade 1: R703 773 – R746 958 per annum (OSD)
Grade 2: R762 291 – R809 067 per annum (OSD)
Grade 3: R833 523 – R884 664 per annum (OSD)

CENTRE REQUIREMENTS: Sarah Baartman District, Fort England Psychiatric Hospital
Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 1: No experience required.
Grade 2: A minimum of 5 years’ appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years’ appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES: Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily. Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES: Ms Nazo Tel no 046 602 2300.

POST 23/137: SUB CAMPUS HEAD (HOSPITAL NURSING SCHOOL) REF NO: ECHEALTH/SUBCAMHEAD/SETLCAMP/ARP/02/06/2022

SALARY: R588 390 – R682 098 per annum (OSD)

CENTRE REQUIREMENTS: Lilitha Nursing College, Settlers Sub Campus
Master’s Degree in Nursing Science/Health Sciences with General Nursing Science. Post basic qualification in Nursing Education and Management registered with SANC. Good understanding and experience of classroom teaching including Community Based and problem based approach. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication, interpersonal and leadership skills. A minimum of 9 years appropriate/recognizable experience in nursing experience after registration as professional nurse with SANC in General Nursing. At least 3 – 4 years of period referred to above must be appropriated/recognizable experience in Nursing Education after obtaining the 1 year post basic qualification. Computer literacy and a valid driver’s licence.

DUTIES: Management of both academic and strategic activities for the sub campus. Ensure quality assurance matters, change and quality management. Monitor compliance to set standard as laid by SANC, CHE, SAQA and DHET. Facilitate effective and efficient implementation of college policies, both in theory and clinical platforms. Facilitate classroom teaching and learning in the sub campus, Facilitate clinical allocation of learners in the identified and approved clinical facilities for the specific discipline. Facilitate and monitor community based education at the sub campus level. Training and guidance of subordinate.
Exercise control and supervision of staff. Students support activities. Manage various submissions and facilitate correspondence in student affairs matters.

ENQUIRIES
Ms PN Mene Tel no 043 700 9717/26.

POST 23/138
ASSISTANT MANAGER (QUALITY ASSURANCE & RESEARCH) REF NO: ECHEALTH/ASMQR/CENTOFF/ARP/02/06/2022

SALARY: R588 390 – R682 098 per annum (OSD)
CENTRE: Lilitha Nursing College, Central Office
REQUIREMENTS: Master's Degree in Nursing Science/Health Sciences with General Nursing Science. Post basic qualification in Nursing Education and Management registered with SANC. Good understanding and experience of classroom teaching including Community Based and problem based approach. Research capacity and experience in Quality Assurance activities in the Nursing Educational environment. Ability to identify gaps in the implementation of the curriculum in the specified discipline. Excellent communication, interpersonal and leadership skills. A minimum of 10 years appropriate/recognizable experience in nursing experience after registration as professional nurse with SANC in General Nursing. At least 6 years of the period above must be appropriate/recognizable experience in nursing education environment after obtaining the 1 year post basic qualification in Nursing Education. At least 3 -4 years’ experience in health management. Good Communication and advanced computer skills. Understanding of PFMA and Labour Relations Act. A valid driver’s licence.

DUTIES: Monitor and evaluate all programmes at various campuses and sub campuses of the province. Manage quality assurance matters and research within the college. Facilitate effective and efficient implementation of the curricula and college policies in all disciplines of both academic and strategic activities for entire college. Monitor conduciveness of teaching and learning platforms for both students and academic staff for quality purposes. Ensure college compliance to National Research Council processes. Monitor compliance to set standard as laid by SANC, CHE, SAQA and DHET. Ensure collaboration with stakeholders and building of strong relationships with other departments and institutions of Higher Learning and forge collaborative research activities.

ENQUIRIES
Ms PN Mene Tel no 043 700 9717/26.

POST 23/139
OPERATIONAL MANAGER SPECIALITY (PSYCHIARTY) REF NO: ECHEALTH/OPMS/KOMH/APL/02/06/2022

SALARY: R571 242 – R642 933 per annum (OSD)
CENTRE: Chris Hani District, Komani Psychiatric Hospital
REQUIREMENTS: Basic R425 qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year in Advanced Psychiatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognizable experience in Nursing after registration as a Professional Nurse with SANC in general Nursing. At least 5 years of period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one year post basic qualification in the relevant specialty. Valid driver’s license.

DUTIES: To plan /organize and monitor the objectives of the specialized unit in consultation with subordinates. To provide a therapeutic environment for staff, patients and the public. To provide a comprehensive, quality nursing care as a member of the multi-disciplinary team according to the identified needs of the patients, based on scientific principles. To delegate duties and support staff in the execution of patient care delivery. To provide direct and indirect supervision of all nursing staff/ housekeeping and to give guidance. To ensure continuity of patient care on all levels i.e. work book, handover rounds. To liaise and communicate with the multi-disciplinary team as well as other departments within the hospital i.e. during operational meetings with nursing supervisor and subordinates. Utilize all resources effectively and efficiently in a specialty department. Coordination of the provision of effective training and research.

ENQUIRIES
Mrs N Mzola Tel no 045 858 8400.
<table>
<thead>
<tr>
<th>POST 23/140</th>
<th>OPERATIONAL MANAGER SPECIALITY (MATERNITY) REF NO. ECHEALTH/OPMS-MAT/NMAH/ARP/02/06/2022</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R571 242 – R642 933 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>OR Tambo District, Nelson Mandela Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate/recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.</td>
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<tr>
<td>DUTIES</td>
<td>While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms Calaza Tel no: 047 502 4469</td>
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<tr>
<th>POST 23/141</th>
<th>OPERATIONAL MANAGER SPECIALITY (SURGICAL OPD) REF NO. ECHEALTH/OPMS-MAT/NMAH/ARP/02/06/2022</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R571 242 – R642 933 per annum (OSD)</td>
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<tr>
<td>CENTRE</td>
<td>OR Tambo District, Nelson Mandela Academic Hospital</td>
</tr>
<tr>
<td>REQUIREMENTS</td>
<td>Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate / recognizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropriately recognizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.</td>
</tr>
<tr>
<td>DUTIES</td>
<td>While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.</td>
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<td>ENQUIRIES</td>
<td>Ms Calaza Tel no: 047 502 4469</td>
</tr>
</tbody>
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POST 23/142: OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE:
- Inxuba Yethemba Sub District, Philani Clinic (Cradock) Ref No: ECHEALTH/OMPHC-PHILC/ARP/02/06/2022 (1 Post)
- Bacclesfarm Clinic Ref No: ECHEALTH/OMPHC-BCCFC/ARP/02/06/2022 (1 Post)
- Tentergate Clinic Ref No: ECHEALTH/OMPHC-TENGC/ARP/02/06/2022 (1 Post)
- High Street Clinic Ref No: ECHEALTH/OMPHC-HGHC/ARP/02/06/2022 (1 Post)

REQUIREMENTS:
- Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
- Supervise and ensure the provision of effective and efficient patient care.
- Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team.
- Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES:
- Ms GO Van Heerden Tel no 048 881 2921

POST 23/143: OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE:
- Emalahleni Sub District, Vaalbank Clinic Ref No: ECHEALTH/OMPHC-VAALB/ARP/02/06/2022 (1 Post)
- Macubeni Clinic Ref No : ECHEALTH/OMPHC-MACC/ARP/02/06/2022 (1 Post)
- Rwantsana Clinic Ref No: ECHEALTH/OMPHC-RWAC/ARP/02/06/2022 (1 Post)
- Lanti Clinic Ref No: ECHEALTH/OMPHC-LANTIC/ARP/02/06/2022 (1 Post)

REQUIREMENTS:
- Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
- Supervise and ensure the provision of effective and efficient patient care.
- Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team.
- Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES:
- Ms NP Mtshabe Tel no 047 878 4300.

POST 23/144: OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE:
- Intsika Yethu Sub District, Ncora Clinic Ref No: ECHEALTH/OMPHC-NCRC/ARP/02/06/2022 (1 Post)
**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms A Mabentsela Tel No: 047 874 0079

**POST 23/145**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)**

**SALARY**

R571 242 – R642 933 per annum (OSD)

**CENTRE**

Lukhanji Sub District, Fransbury Clinic Ref No: ECHEALTH/OMPHC-PHILC/ARP/02/06/2022 (1 Post)

Philani Clinic (Queenstown) Ref No: ECHEALTH/OMPHC-FRNSNC/ARP/02/06/2022 (1 Post)

Lizo Ngcana Clinic Ref NO: ECHEALTH/OMPHC-LNGC/ARP/02/06/2022 (1 Post)

Mahlubini Clinic (Queenstown) Ref No: ECHEALTH/OMPHC-MAHC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms Mtweni Tel no 045 807 8908

**POST 23/146**

**OPERATIONAL MANAGER PRIMARY HEALTH CARE (5 POSTS)**

**SALARY**

R571 242 – R642 933 per annum (OSD)

**CENTRE**

Ngcobo Sub District, Mnyolo Clinic Ref No: ECHEALTH/OMPHC-MNYC/ARP/02/06/2022 (1 Post)

Zadungeni Clinic Ref No: ECHEALTH/OMPHC-ZADC/ARP/02/06/2022 (1 Post)

Clarkebury Clinic Ref No: ECHEALTH/OMPHC- CLBC/ARP/02/06/2022 (1 Post)

Gubenxa Clinic Ref No: ECHEALTH/OMPHC-GBC/ARP/02/06/2022 (1 Post)

Qumanco Clinic Ref No: ECHEALTH/OMPHC-QMC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of
at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

- Supervise and ensure the provision of effective and efficient patient care.
- Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team.
- Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms N. Matala Tel no 047 548 0022/34

**POST 23/147**: OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)

**SALARY**: R571 242 – R642 933 per annum (OSD)

**CENTRE**: Sakhisizwe Sub District, Upper Lafuta Clinic Ref No: ECHEALTH/OMPHC-UPLC/ARP/02/06/2022 (1 Post)

Qhiba Clinic Ref No: ECHEALTH/OMPHC-QHBC/ARP/02/06/2022 (1 Post)

Beestekraal Clinic Ref No: ECHEALTH/OMPHC-BEESKC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

- Supervise and ensure the provision of effective and efficient patient care.
- Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team.
- Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms B Mtsi Tel no 047 877 0931.

**POST 23/148**: OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)

**SALARY**: R571 242 – R642 933 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Veeplaas Clinic Ref No: ECHEALTH/OMPHC-VGPC/ARP/02/06/2022 (1 Post)

Govan Mbeki Clinic Ref No: ECHEALTH/OMPHC-GMBC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

- Supervise and ensure the provision of effective and efficient patient care.
- Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team.
- Promote quality of nursing care as directed by the professional growth/ethical
standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms P Makuluma Tel No: 041 391 8164.

POST 23/149 : OPERATIONAL MANAGER PRIMARY HEALTH CARE (5 POSTS)

SALARY : R571 242 – R642 933 per annum (OSD)
CENTRE : Senqu Sub District, Bensonvale Clinic Ref No: ECHEALTH/OMPHC-BENVC/ARP/02/06/2022 (1 Post)
Barkly East Clinic Ref No: ECHEALTH/OMPHC-BEC/ARP/02/06/2022 (1 Post)
Zanethemba Clinic Ref No: ECHEALTH/OMPHC-ZANEC/ARP/02/06/2022 (1 Post)
Barkly East Clinic Ref No: ECHEALTH/OMPHC/BARKC/02/06/2022 (1 Post)
Zanethemba Clinic Ref No: ECHEALTH/OMPHC/ZANETC/02/06/2022 (1 Post)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Mr J.S Ndzinde – Tel no: 051 633 9631.

POST 23/150 : OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC-KWNC/02/06/2022

SALARY : R571 242 – R642 933 per annum (OSD)
CENTRE : Makana Sub District, Kwa Nonqubela Clinic

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Ms. Qaleni Tel no 046 622 4901

POST 23/151 : OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)

SALARY : R571 242– R642 933 per annum (OSD)
CENTRE : Umzimvubu Sub District, Mt Frere Gateway Clinic Ref No: ECHEALTH/OMPHC-MFGC/ARP/02/06/2022 (1 Post)
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr Magadla Tel no 039 727 2090.

POST 23/152: OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE: Maluti Sub District, Mataatiele Clinic Ref No: ECHEALTH/OMPHC-MATC/ARP/02/06/2022 (1 Post)
Isilindini Clinic Care Ref No: ECHEALTH/OMPHC-ISIC/ARP/02/06/2022 (1 Post)
Mankwantini Clinic Ref No: ECHEALTH/OMPHC-MANKC/ARP/02/06/2022 (1 Post)

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr Magadla Tel no 039 727 2090.

POST 23/153: OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE: Buffalo City Metro, Imidange Clinic Ref No: ECHEALTH/OMPHC/IMIDC/ARP/02/06/2022 (1 Post)
Mncotsho Clinic Ref No: ECHEALTH/OMPHC-MNC/ARP/02/06/2022 (1 Post)
Fort Grey Clinic Ref No: ECHEALTH/OMPHC-FGC/ARP/02/06/2022 (1 Post)

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the...
period referred to above must be appropriate/recongnizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics

ENQUIRIES:
Ms Hlulani Tel no 043 708 1700.

POST 23/154:
OPERATIONAL MANAGER SPECIALITY (MOU) REF NO.
ECHEALTH/OPMS-NONCHC/ARP/02/06/2022

SALARY: R571 242 – R642 933 per annum (OSD)
CENTRE: Buffalo City Metro, Nontyatyambo CHC
REQUIREMENTS:
Basic qualification accredited with SANC in terms of Government Notice R425 (i.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a professional nurse. A minimum of 9 years appropriate/recongnizable experience in nursing after registration as a professional nurse with SANC in general nursing plus a post basic qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice No. R212 in the relevant specialty. At least 5 years of the period referred to above must be appropirately recongnizable experience after obtaining the said specialty. (A valid SANC current license to practice certificate is mandatory). Knowledge of National and Provincial Health Prescripts. Innovative leadership and decision making skills. Ability to work as a member of the multidisciplinary team. Excellent written and verbal communication skills. Quality assurance, planning and organizational change and diversity management skills. Ability to manage all resource.

DUTIES:
While reporting to the Area Manager Nursing, the incumbent will: identify key result areas from the Operational Plan and work towards these will clearly defined performance indicators. Manage unit so that the day to day functioning is effective and in accordance with plans. Ensuring that optimal holistic specialized nursing care with said standards are provided within a professional/legal frame work. Supervise staff to ensure that nursing services are delivered in accordance with scientific principles of nursing care. Organize workflows and processes so the services cater for the client demands. Provide a safe and therapeutic environment that allows for the practice of safe nursing care as laid down by the applicable legislation. Provide clinical care training of students and health professionals as assigned to the unit.

ENQUIRIES:
Ms Hlulani Tel no 043 708 1700.

POST 23/155:
OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)

SALARY:
R571 242 – R642 933 per annum (OSD)
CENTRE:
Nyandeni Sub District, Lwandile Clinic Ref No: ECHEALTH/OMPHC-LWAC/ARP/02/06/2022 (1 Post)
Mtakatye Clinic Ref No: ECHEALTH/OMPHC-MTAC/ARP/02/06/2022 (1 Post)
Lutshaya Clinic Ref No: ECHEALTH/OMPHC-LUTC/ARP/02/06/2022 (1 Post)
Ngqeleni Clinic Ref No: ECHEALTH/OMPHC-NGQC/ARP/02/06/2022 (1 Post)

REQUIREMENTS:
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care as a Professional Nurse with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recongnizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropirately recongnizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other
stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr L Pokolo Tel no 047 555 0151.

POST 23/156: OPERATIONAL MANAGER PRIMARY HEALTH CARE (3 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE:
- Mhlonlilo Sub District, Qolombane Clinic Ref No: ECHEALTH/OMPHC-QOL/ARP/02/06/2022 (1 Post)
- St Lucy Gateway Clinic Ref No: ECHEALTH/OMPHC-SLG/ARP/02/06/2022 (1 Post)
- Tsilitwa Clinic Ref No: ECHEALTH/OMPHC-TSIC/ARP/02/06/2022 (1 Post)

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms Ntlabi Tel no 047 553 0585

POST 23/157: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/ MQA/02/06/2022

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE: King Sabata Dalinyebo Sub District, Mqanduli CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms O Gcagca Tel no 047 531 0823.

POST 23/158: OPERATIONAL MANAGER PRIMARY HEALTH CARE (4 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)

CENTRE:
- Amahlathi Sub District, Gxulu Clinic Ref No: ECHEALTH/OMPHC/GXU/ARP/02/06/2022 (1 Post)
- St Mathews Clinic Ref No: ECHEALTH/OMPHC/STMATC/ARP/02/06/2022 (1 Post)

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Amathole Basin Clinic Ref No: ECHEALTH/OMPHC/AMABS/ARP/02/06/2022 (1 Post)
Khuze Clinic Ref No: ECHEALTH/OMPHC/KHZC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms B Mngxe Tel no: 043 643 4775/6.

**POST 23/159**

OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC-HBHBC/ARP/02/06/2022

**SALARY**

R571 242 – R642 933 per annum (OSD)

**CENTRE**

Mnquma Sub District, Hebe-Hebe Clinic

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**

Ms N Tengwa Tel no: 047 491 0740.

**POST 23/160**

OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)

**SALARY**

R571 242 – R642 933 per annum (OSD)

**CENTRE**

Mbhashe Sub District, Badi Clinic Ref No: ECHEALTH/OMPHC-BADIC/ARP/02/06/2022 (1 Post)
Nkanya Clinic Ref No: ECHEALTH/OMPHC-NKAC/ARP/02/06/2022 (1 Post)

**REQUIREMENTS**

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.
Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms Mkhwetha Tel no 047 489 2417/16

POST 23/161: OPERATIONAL MANAGER PRIMARY HEALTH CARE (5 POSTS)

SALARY: R571 242 – R642 933 per annum (OSD)
CENTRE: Raymond Mhlaba Sub District, Mgwalana Clinic Ref No: ECHEALTH/OMPHC-MGALC/ARP/02/06/2022 (1 Post)
Zihlahleni Clinic Ref No: ECHEALTH/OMPHC-ZIHLIC/ARP/02/06/2022 (1 Post)
Lower Regu Clinic Ref No: ECHEALTH/OMPHC-LWREC/ARP/02/06/2022 (1 Post)
Hillside Clinic Ref No: ECHEALTH/OMPHC-HILSC/ARP/02/06/2022 (1 Post)
Thozamile Madakana Clinic Ref No: ECHEALTH/OMPHC-TMADC/ARP/02/06/2022 (1 Post)

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recongizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Mr Dyomfana Tel no 046 645 1892

POST 23/162: OPERATIONAL MANAGER PRIMARY HEALTH CARE REF NO: ECHEALTH/OMPHC/NTYWC/02/06/2022

SALARY: R571 242 – R642 933 per annum (OSD)
CENTRE: Elundini Sub District, Ntywenka Clinic

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recongizable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognizable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms Du Plessis Tel no 039 257 2400
POST 23/163 : OPERATIONAL MANAGER PRIMARY HEALTH CARE (2 POSTS)

SALARY : R571 242 – R642 933 per annum (OSD)
CENTRE : Maletswai Sub District, Jamestown Clinic Ref No: ECHEALTH/OMPHC/JAMESC/ARP/02/06/2022 (1 Post)
CENTRE : Maletswai Clinic Ref No: ECHEALTH/OMPHC/MALTC/ARP/02/06/2022 (1 Post)

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES : Mr J.S Ndzinde – Tel no: 051 633 9631.

POST 23/164 : EMS COURSE COORDINATOR GRADE 4 REF NO.

SALARY : R512 691 – R577 539 per annum (OSD)
CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care

REQUIREMENTS : Successful completion of the B-Tech Degree that allows registration with the Health Professions Council of South Africa as ECP. Must have current proof of registration with the Health Professions Council of South Africa as Paramedic or ECP must be attached. Three (3) years’ after registration with the Health Professions Council of South Africa as ECP. A valid Code C1 driver’s license with Public Driving Permit (PDP).

DUTIES : Understanding of and ability to work within EMS Education Training and Development environment. Supervise and monitor all quality assurance activities on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education Policies. Development and coordination of formative and summative assessments, as well as RPL processes. Any other duties as may be required from time to time by the Principal.

ENQUIRIES : Mr. K.V. Plaatjie Tel No: 041 453 0911

POST 23/165 : OPERATIONAL MANAGER GENERAL REF NO:

SALARY : R450 939 – R507 531 per annum (OSD)
CENTRE : Joe Gqabi District, Maclear Hospital

REQUIREMENTS : Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognizable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical nursing practice and how this impact on
service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms N Zuza - Tel no: 045 932 1028.

POST 23/166: CHIEF MEDICAL ORTHOTIST & PROSTHETIST REF NO. ECHEALTH/COP/LIVH/APL/02/06/2022

SALARY: R473 112 – R525 087 per annum (OSD)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS: National Diploma / Degree / or equivalent in Medical Orthotics and Prosthetics. Three-year experience as a Medical Orthotist and Prosthetist. Computer Literate. Supervisory experience and metal work background an advantage. Basic knowledge in finance Experience in Public Sector, an advantage. Proof of HPCSA Registration certificate for MOP’s. Basic knowledge in Orthotics and Prosthetics materials, an advantage. Basic knowledge of OHS regulations. Quality assurance skills. Sound knowledge of basic equipment, machinery, tools and various materials use. Ability to work with multi-disciplinary team. Ability to use initiative and work under pressure in a busy hospital Service delivery innovation. Written and verbal communication skills Good interpersonal relationship. Good ethical conduct.

DUTIES: Oversee and supervise the Production section. Accountable for mentoring and clinical training of Students and Interns. Providing HR, Administration and Clerical, Financial and Clinical support services. Ability to lead by an example. Participate in continuous professional development. Monitor and evaluate own performance. Do staff appraisal of Production staff. Manage Quality assurance. Demonstrate effective communication with patients, other supervisors and clinicians, including report writing. Do outreach Clinics. Supervised and assist with provisioning of treatment to Ward patients. Assist with management and implementation of stock control for the department. Deliver of efficient Ward patient care and administration. Ensure adherence and implementation of Batho Pele principles, Patient Rights Charter and Core Standards. Work within integrated Multi Professional team. Maintenance and cleaning of laboratory equipment and machines. Keep a clean environment. Manage mentor and monitor proper utilization of human and physical resources and materials. Able to manage local OPD Clinic. Proper filing of clinic records and registration of patients. Maintain professional practices, ethics, standards and procedures. Promote safe and healthy work practices in line with the applicable legislature. Identify shortfall in production staff and arrange training through skills development straining programmable to plan and organize own work and that of support personnel to ensure proper orthotic and prosthetic care. Work hand in hand with Store man and be abreast with materials levels to prevent shortage of materials. Be able to delegate and authorize duties to those under your supervision.

ENQUIRIES: Ms L Mabanga Tel No: 041 605 2348

POST 23/167: CHIEF MEDICAL ORTHOTIST & PROSTHETIST REF NO. ECHEALTH/COP/FTH/APL/02/06/2022

SALARY: R473 112 – R525 087 per annum (OSD)
CENTRE: Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS: National Diploma / Degree / or equivalent in Medical Orthotics and Prosthetics. Three-year experience as a Medical Orthotist and Prosthetist. Computer Literate. Supervisory experience and metal work background an advantage. Basic knowledge in finance Experience in Public Sector, an advantage. Proof of HPCSA Registration certificate for MOP’s. Basic knowledge in Orthotics and Prosthetics materials, an advantage. Basic knowledge of OHS regulations. Quality assurance skills. Sound knowledge of basic equipment, machinery, tools and various materials use. Ability to work with multi-disciplinary team. Ability to use initiative and work under pressure in a busy hospital Service delivery innovation. Written and verbal communication skills Good interpersonal relationship. Good ethical conduct.

DUTIES: Oversee and supervise the Production section. Accountable for mentoring and clinical training of Students and Interns. Providing HR, Administration and Clerical, Financial and Clinical support services. Ability to lead by an example. Participate in continuous professional development. Monitor and evaluate own performance. Do staff appraisal of Production staff. Manage Quality assurance.
Demonstrate effective communication with patients, other supervisors and clinicians, including report writing. Do outreach Clinics. Supervised and assist with provisioning of treatment to Ward patients. Assist with management and implementation of stock control for the department. Deliver of efficient Ward patient care and administration. Ensure adherence and implementation of Batho Pele principles, Patient Rights Charter and Core Standards. Work within integrated Multi Professional team. Maintenance and cleaning of laboratory equipment and machines. Keep a clean environment. Manage mentor and monitor proper utilization of human and physical resources and materials. Able to manage local OPD Clinic. Proper filing of clinic records and registration of patients. Maintain professional practices, ethics, standards and procedures. Promote safe and healthy work practices in line with the applicable legislature. Identify shortfall in production staff and arrange training through skills development strainig programme to plan and organize own work and that of support personnel to ensure proper orthotic and prosthetic care. Work hand in hand with Store man and be abreast with materials levels to prevent shortage of materials. Be able to delegate and authorize duties to those under your supervision.

ENQUIRIES : Ms N Mthitshana Tel no: 043 709 2487/2532.

POST 23/168 : EMS LECTURER (PARAMEDIC) GRADE 1-3 REF NO. ECHEALTH/ECCEC/EMSLECT/ARP/02/06/2022 (5 POSTS)

SALARY : R398 034 – R445 109 per annum (OSD)

CENTRE : Nelson Mandela Metro, Eastern Cape College of Emergency Care

REQUIREMENTS : Grade 1: Successful completion of the Critical Care Assistant (CCA) programme that allows registration with the HPCSA as paramedic. Registration with the HPCSA as Paramedic (CCA). Experience: None after registration with HPCSA as Paramedic (CCA). Grade 2: Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the HPCSA as Paramedic: Critical Care Assistant (CCA Qualification) or Recognised National Diploma. Registration with the HPCSA as Paramedic with CCA or National Diploma. Experience: 7 years after registration as a Paramedic (CCA). None after registration with HPCSA as Paramedic with National Diploma. Grade 3: Successful completion of the following courses or obtaining one of the following qualifications that allows registration with the HPCSA as Paramedic: Critical Care Assistant (CCA Qualification) or Recognised National Diploma. Registration with the HPCSA as Paramedic with CCA or NDip) or ECP. Registered Paramedic (CCA) 14 years after registration with the HPCSA as Paramedic. Registered (NDip) – 7 years after registration with the HPCSA as Paramedic. Registered ECPs – None. Grade 3: Successful completion of a Btech Degree that allows registration with the HPCSA as an Emergency Care Practitioner. Appropriate management and administration skills. Ability to work in a team. Effective time management and multitasking skills. Problem solving and decision making abilities. Computer literacy.

DUTIES : Lecturing on programs offered by the college depending on college strategy and demand from stakeholders. Medical Programs include: Higher Certificate in Emergency Medical Care, Diploma in Emergency Medical Care, Clinical Practice and various CPD programs. Rescue programs include: Advanced Certificate in Medical Rescue as well as Rescue Short Courses. Assessment of learners on programmes offered by the college. Clinical teaching on Experiential Learning platforms. Understanding of and ability to work within EMS Education Training and Development environment. Supervise and monitor all quality assurance activities on the courses offered at the College, including facilitation, assessment, mentorship and moderation. Participation in the road shifts during the practical phases of the course. Ensure that all aspects of training are aligned to the relevant Legislation, HPCSA Regulations and Higher Education Policies. Development and coordination of formative and summative assessments, as well as RPL processes. Attend to any other college daily operational duties as deemed necessary by college management. May be required to assist on other programmes offered at the college from time to time if deemed necessary by college management.

ENQUIRIES : Mr. K.V. Plaatjie Tel No: 041 453 0911
POST 23/169: PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (PENILE CONSTRUCTION) REF NO: ECHEALTH/PNS/SEH/ARP/02/06/2022 (4 POSTS)

SALARY: Grade 1: R388 974 – R450 939 per annum (OSD)
Grade 2: R478 404 – R588 390 per annum (OSD)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Intensive Care Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms Calaza Tel no: 047 502 4469

POST 23/170: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/SEH/ARP/02/06/2022 (2 POSTS)

SALARY: Grade 1: R388 974 – R450 939 per annum (OSD)
Grade 2: R478 404 – R588 390 per annum (OSD)

CENTRE: OR Tambo District, St Elizabeth Regional Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms N Ndoda Tel no 039 253 5021/5000

POST 23/171: PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/NMAH/ARP/02/06/2022 (12 POSTS)

SALARY: R388 974 – R588 390 per annum (OSD)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse.
Nurse plus post basic nursing qualification with a duration of at least 1 year accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms Calaza Tel no: 047 502 4469

POST 23/172: PROFESSIONAL NURSE SPECIALTY (MATERNTY) REF NO: ECHEALTH/PNS/FRONTH/ARP/02/06/2022

SALARY: R388 974 – R588 390 per annum (OSD)
Grade 1: R388 974 – R450 939 per annum (OSD)
Grade 2: R478 404 – R588 390 per annum (OSD)

CENTRE: Chris Hani District, Frontier Regional Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

ENQUIRIES: Ms P Marongo Tel No. 045 808 4272.

POST 23/173: PROFESSIONAL NURSE SPECIALTY (MATERNTY) REF NO: ECHEALTH/PNS/MALIZH/ARP/02/06/2022 (3 POSTS)

SALARY: R388 974 – R588 390 per annum (OSD)
Grade 1: R388 974 – R450 939 per annum (OSD)
Grade 2: R478 404 – R588 390 per annum (OSD)

CENTRE: OR Tambo District, Dr Malizo Mphele Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria
and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms Makalima Tel no 047 542 6300

POST 23/174: PROFESSIONAL NURSE SPECIALTY (MATERNTY) REF NO: ECHEALTH/PNS/TAFAH/ARP/02/06/2022

SALARY: R388 974 – R588 390 per annum (OSD)
Grade 1: R388 974 – R450 939 per annum (OSD)
Grade 2: R478 404 – R588 390 per annum (OSD)

CENTRE: Amathole District, Tafalofefe Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Ms V. Motebele Tel no 047 498 0026.

POST 23/175: PROFESSIONAL NURSE SPECIALTY (MATERNTY) REF NO: ECHEALTH/PNS/BURGH/ARP/02/06/2022

SALARY: R388 974 – R588 390 per annum (OSD)
Grade 1: R388 974 – R450 939 per annum (OSD)
Grade 2: R478 404 – R588 390 per annum (OSD)

CENTRE: Joe Gqabi District, Burgersdorp Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES: Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES: Mr B Mbalula Tel no 049 842 1111.
POST 23/176: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/EMPILSH/ARP/02/06/2022 (2 POSTS)

SALARY:
- R388 974 – R588 939 per annum (OSD)
  - Grade 1: R388 974 – R450 939 per annum (OSD)
  - Grade 2: R478 404 – R588 939 per annum (OSD)

CENTRE: Joe Gqabi District, Empilisweni Hospital

REQUIREMENTS:
- Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES:
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES:
- Mr SL Bosholo Tel no 051 611 0037

POST 23/177: PROFESSIONAL NURSE SPECIALTY (MATERNITY) REF NO: ECHEALTH/PNS/EMPILSH/ARP/02/06/2022 (2 POSTS)

SALARY:
- R388 974 – R588 939 per annum (OSD)
  - Grade 1: R388 974 – R450 939 per annum (OSD)
  - Grade 2: R478 404 – R588 939 per annum (OSD)

CENTRE: Sarah Baartman District, Midlands Hospital

REQUIREMENTS:
- Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/Diploma in nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. Current registration with the SANC as a Professional Nurse plus post basic nursing qualification with a duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with SANC in terms of Government Notice R212. Grade 1: A Minimum of 4 years appropriate/recognisable nursing experience after registration as a professional nurse with the SANC in General Nursing. Service Record as proof of previous experience where applicable. Grade 2: A minimum of 14 years appropriate/recognisable experience in nursing after registration with the SANC in General Nursing.

DUTIES:
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). 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. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES:
- Ms M. Human Tel no 049 807 7739

POST 23/178: CHIEF RADIOGRAPHER GRADE (MRI) GRADE 1 - 3 REF NO: ECHEALTH/CR/LTH/ARP/02/06/2022

SALARY:
- Grade 1: R322 746 – R367 299 per annum (OSD)
  - Grade 2: R378 402 – R432 684 per annum (OSD)
  - Grade 3: R445 752 – R540 594 per annum (OSD)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS:
- National Diploma and or B Tech in Diagnostic Radiography or equivalent qualification. Certificate in MRI Radiography. Relevant experience in MRI

**DUTIES**

Develop, maintain and assist with the implementation of MRI operational SOP’s, policies and protocols. Manage and support all technical aspects of MRI. Monitor the effective and efficient functioning of MRI within the imaging department. Assist with input to the Departmental strategic and financial aspects of MRI. Planning of cases, bookings of MRI. Communication with referral Doctors, Departments and Radiologist. Managing MRI Porters in planning when cases will be done. Patient Management and communication. Production of high quality MRI IMAGES. Incident reporting on equipment and operations. Quality control on MRI equipment. Providing after hour service in a supervisory role. Must be willing to work shifts. Supervision and assistance to students and community service radiographers.

**ENQUIRIES**

Ms L Mabanga Tel No: 041 605 2348

**POST 23/179**

CHIEF RADIOGRAPHER (PAC) GRADE 1 - 3 REF NO.

**SALARY**

Grade 1: R322 746 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 594 per annum (OSD)

**CENTRE**

National Diploma /B-RAD /B-Tech in Diagnostic Radiography. The candidate must be computer literate. In depth knowledge of Patient Archiving and Communication Systems with good administrative, supervisory and managerial skills. Must have experience in PACS and RIS operation for at least 2 years. Practical experience and knowledge of PACS/RIS. Qualification in PACS/RIS operation. At least 12 years ‘experience as an independent Radiographer. 6 years’ experience in a management position. Relevant additional qualifications will be taking in consideration Experience in an academic environment will be advantage. Registration with the HPCSA is compulsory. Leadership abilities essential. Outstanding interpersonal human relations and communication skills. Extensive knowledge and understanding of PACS system. Sound knowledge of Quality assurance of all X-ray equipment, Including-General radiography CT-MRI -Ultra sound, Mammography, Angiography, Cath Lab. Knowledge of all applicable government acts and regulations pertaining to Radiographic services. A very high level of responsibility. Good computer skills.

**DUTIES**

Radiographic service in a tertiary hospital. Liaise with the head of department Radiology in implementing policies in the department. Total quality service management for the achievement of Batho-Pele Principles, and that the Radiographic services is in keeping with Radiation Legislation. Experience in conflict management. Ability to work under pressure. Ability to take initiative. Relevant budgetary duties. Extensive knowledge of all Radiology equipment mentioned above and compiling of Specifications. Maintenance contracts in place. Adhere and ensure compliance with SAHPRA and HPCSA Legislation. Management & Problem Solving. Manage and monitor performance and development of all staff. To participate and make inputs at hospital and provincial management meetings. Assist in research projects. Managing the filling of vacant posts. Provide and manage the human resources in the Radiography department. Provide CPD activities according to the requirements of HPCSA. Responsible for departmental statistics and waiting times. Liaise with the department of Radiographic sciences at the University of Pretoria in the training of Radiography students. Accommodate and assist Post-grad students. Provide operational advice and guidance to the subordinates. High level of responsibility and accountability. Urgent
communication and solution pathway when any Radiological equipment malfunctions. Ability and willingness to deal with crisis or disaster even outside of working hours. Display of Leadership Qualities, Teamwork, -spirit and reliability.

ENQUIRIES: Ms L Mabanga Tel no 041 605 2348

POST 23/180: DIAGNOSTIC RADIOGRAPHER GRADE 1 - 3 REF NO. ECHEALTH/DR/LTH/ARP/02/06/2022

SALARY: Grade 1: R322 746 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 594 per annum (OSD)

CENTRE REQUIREMENTS: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Appropriate qualification that allows registration with Health Professional Council of South Africa as a Diagnostic Radiographer. Current Registration as a Diagnostic Radiographer. Grade 1: No experience required. Grade 2: A minimum of 10 years’ experience after registration with HPCSA as Diagnostic Radiographer. Grade 3: A minimum of 20 years’ experience after registration with HPCSA as Diagnostic Radiographer. Ability to work as a member of a multi-disciplinary team. Ability to use initiative. Service delivery innovation. Written and verbal communication skills. Accurate and hard working. Shift work in Diagnostic Radiography (24-hour service).

DUTIES: Co-ordinate and undertake radiographic procedures efficiently. Play a key role in compilation of protocols for effective service delivery. Assist in / perform complex procedures. Provide professional advice on radiographic and radiation related matters. Perform quality control procedures. Ensure the objectives of Batho Pele and Patient Rights are met. Complete all prescribed and implemented quality and procedure forms and tablets for record keeping. Perform clinical radiography work while ensuring quality service delivery and radiation protection on patients assessing benefit medical examinations at the Hospital. Register patients as and when X-Rays are performed.

ENQUIRIES: Ms L Mabanga Tel no 041 605 2348

POST 23/181: PHYSIOTHERAPIST GRADE 1 - 3 REF NO. ECHEALTH/PT/CMH/ARP/02/06/2022

SALARY: Grade 1: R322 746 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 594 per annum (OSD)

ENQUIRIES: Ms N Ngwabeni – Tel no: 039 257 0099.
CENTRE: Buffalo City Metro, Cecilia Makiwane Regional Hospital

REQUIREMENTS: Appropriate qualification that allows for the required registration with the health professional council of South Africa (HPCSA) as a physiotherapist. Current registration with the health professional council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current, clinical literature, current protocols as well as current health public services regulations an, regulation and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures. Grade 1: experience none after registration with the health professional council of South Africa (HPCSA) in the relevant profession (where applicable) in respect of qualified employees who performed community services as required. Grade 2: A minimum of 10 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community service as required in South Africa. Grade 3: A minimum of 20 years’ relevant experience after registration with HPCSA in the relevant profession in respect of qualified employees who performed community services as required in South Africa.

DUTIES: Provide clinical responsibility and management of resources to ensure optimal services delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that and effective physiotherapy service is delivered by the unit. Participate in Education and training programs for continuous professional development and quality service delivery. Provide quality physiotherapist treatment to the highest possible level. Consult and collaborate with consulting physicians and other medical professionals.

ENQUIRIES: Ms N. Matshaya Tel no 043 708 2121.

POST 23/183: SPEECH THERAPIST GRADE 1-3 REF NO: ECHEALTH/ST/LTH/ARP/02/06/2022

SALARY: R 22 746 – R367 299 per annum (OSD)
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS: Qualification in Speech Therapy or Speech Therapy & Audiology, registration with the HPCSA, completion of Community service. Current independent practice registration with HPCSA for 2021/2022. Competencies: Knowledge and skills in assessment and management of speech, language communication, voice and swallowing disorders amongst the adult population. Experience with teamwork, planning, organizing, co-ordination and communication skills. Ability to make appropriate independent decisions. Display empathy for patients, promoting advocacy and facilitate holistic treatment. Applicant should be prepared to undergo Medical surveillance as an inherent job requirement.

DUTIES: To screen, assess and manage patients with speech, language communication, voice and swallowing disorders. Medical pathologies include adult neurology cases (CVA, TBI) predominantly, as well as tracheostomies, burns, progressive neurological conditions and head and neck cancer. To complete daily and monthly statistics and reports. To manage resources effectively. To participate in all departmental and hospital activities. To treat within a MDT including attendance and participation in MDT events. To improve professional competence by regular self-evaluation and application of current research information. To attend scheduled ward rounds and meetings. To refer patients to appropriate level of care. To communicate with relevant stakeholders regarding patient treatment. To comply with quality assurance standards. Management of personnel performance and review thereof. (Contracting, Midterm review and final assessment).

ENQUIRIES: Ms L Mabanga Tel No: 041 605 2348

POST 23/184: OCCUPATIONAL THERAPIST GRADE 1-3 REF NO: ECHEALTH/OT/LTH/ARP/02/06/2022

SALARY: R322 746 – R367 299 per annum (OSD)
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
CENTRE: Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS:
Degree in Occupational Therapy or an appropriate qualification that allows for the required registration with the Health profession council of South Africa (HPCSA) in the relevant profession (where applicable). Completion of community service and registration with HPCSA in Occupational Therapy. Proof of current registration with HPCSA as an Occupational Therapist for 2021-2022 period. Planning, Filling and organizing skills, good communication skills (written and verbal). Knowledge of public service legislations, policies, procedures and other related health policies. Knowledge of PFMA and related legal frameworks. Experience in neurology, psychiatry and disability. Computer literacy and Valid Driver’s license.

DUTIES:
Plan, coordinate and implement Occupational Therapy Services. Provide leadership, expert advice on complicated clinical conditions. Supervising OTA/OTT and Community Service OTs. Participate in professional development activities. Implementing of effective record keeping, accurate statistics collection and analysis. Ensure compliance with quality assurance standards.

ENQUIRIES: Ms L Mabanga Tel No: 041 605 2348

POST 23/185:
DIETICIAN REF NO. ECHEALTH/DIETICIAN/WSH/APL/02/06/2022

SALARY:
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

CENTRE: Chris Hani District, Wilhelm Stahl Hospital

REQUIREMENTS:
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician.

Grade 1: No experience required. Grade 2: A minimum of 10 years’ experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high –stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent communication skills. Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department and work as team player.

DUTIES:
Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

ENQUIRIES: Mr B Mbalula Tel no 049 842 1111

POST 23/186:
DIETICIAN REF NO. ECHEALTH/DIETICIAN/CH/APL/02/06/2022

SALARY:
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

CENTRE: Chris Hani District, Cofimvaba Hospital

REQUIREMENTS:
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician.

Grade 1: No experience required. Grade 2: A minimum of 10 years’ experience after registration with HPCSA as Dietician. Grade 3: A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high –stress environment and manage
a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high-quality healthcare to patients. Excellent communication skills. Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department and work as team player.

**DUTIES**
Counsel and educate individuals, groups and communities. Diet menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

**ENQUIRES**
Ms A Mbana Tel No 0478740111

**POST 23/187**
DIETICIAN REF NO. ECHEALTH/DIETICIAN/FH/APL/02/06/2022

**SALARY**
R322 746 – R540 954 per annum (OSD)
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

**CENTRE**
Chris Hani District, Frontier Regional Hospital

**REQUIREMENTS**
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years’ experience after registration with HPCSA as Dietician. **Grade 3:** A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high-stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high-quality healthcare to patients. Excellent communication skills. Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department and work as team player.

**DUTIES**
Counsel and educate individuals, groups and communities. Diet menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

**ENQUIRES**
Ms P Marongo Tel No. 045 808 4272.

**POST 23/188**
DIETICIAN REF NO. ECHEALTH/DIETICIAN/CMH/APL/02/06/2022

**SALARY**
R322 746 – R540 954 per annum (OSD)
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

**CENTRE**
Buffalo City Metro, Cecilia Makiwane Regional Hospital

**REQUIREMENTS**
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years’ experience after registration with HPCSA as Dietician. **Grade 3:** A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high-stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy.
Ambition to provide high quality healthcare to patients. Excellent communication skills Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department and work as team player.

**DUTIES**
Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

**ENQUIRES**
Ms N. Matshaya Tel no 043 708 2121.

**POST 23/189**
DIETICIAN REF NO. ECHEALTH/DIETICIAN/TF/ APL/02/06/2022

**SALARY**
R322 746 – R540 954 per annum (OSD)
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

**CENTRE**
Amathole District, Tafalofefe Hospital

**REQUIREMENTS**
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician.

**Grade 1**: No experience required.

**Grade 2**: A minimum of 10 years experience after registration with HPCSA as Dietician.

**Grade 3**: A minimum of 20 years' experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high-stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent communication skills Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department and work as team player.

**DUTIES**
Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

**ENQUIRES**
Ms V. Motebele Tel no 047 498 0026.

**POST 23/190**
DIETICIAN REF NO. ECHEALTH/DIETICIAN/TF/H/ APL/02/06/2022

**SALARY**
R322 746 – R540 954 per annum (OSD)
Grade 1: R317 976 – R367 299 per annum (OSD)
Grade 2: R378 402 – R432 684 per annum (OSD)
Grade 3: R445 752 – R540 954 per annum (OSD)

**CENTRE**
Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**
Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician.

**Grade 1**: No experience required.

**Grade 2**: A minimum of 10 years’ experience after registration with HPCSA as Dietician.

**Grade 3**: A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing. Ability to work in a high-stress environment and manage a high workload efficiently. Sound knowledge of medical nutrition therapy. Ambition to provide high quality healthcare to patients. Excellent
Communication skills. Awareness of financial limitations and implications with regards to patient care. Knowledge of nutritional ethics and medicolegal implication in healthcare. Reliability, honesty and integrity. Willingness to integrate with the dietetics department and work as a team player.

**DUTIES**

Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/nutrition requirements of patients in providing physiotherapy treatment. Provide dietetics intervention for patients. Administrative duties. Quality assurance pertaining to dietetics services. Participate in departmental training and development. Dietetics advocacy.

**ENQUIRES**

Ms N Mthitshana Tel no: 043 709 2487/2532.

**POST 23/191**

**SALARY**: R308 826 – R344 637 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Dora Nginza Regional Hospital

**REQUIREMENTS**

An applicant must be in possession of Appropriate Trade Test Certificate (Electrical/Mechanical). Five years post qualification experience required as an Artisan. Valid Driver’s License is required.

**DUTIES**


**ENQUIRIES**

Ms B Bomela Tel no 041 406 4421

**POST 23/192**

**SALARY**

Grade 1: R261 456 – R303 093 per annum (OSD)

Grade 2: R321 540 – R369 258 per annum (OSD)

Grade 3: R389 991 – R452 106 per annum (OSD)

Grade 4: R479 640 – R572 715 per annum (OSD)

**CENTRE**: Sarah Baartman District, Fort England Psychiatric Hospital

**REQUIREMENTS**

Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. Grade 1: None required. Grade 2: A minimum of 10 years’ appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years’ appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years’ appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver’s licence.

**DUTIES**

Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psychotic patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and
ENQUIRIES

POST 23/193

SOCIAL WORKER GRADE 1 - 4 REF NO: ECHEALTH/SW/NMAH/ARP/02/06/2022 (2 POSTS)

SALARY

R261 456 – R572 715 per annum (OSD)
Grade 1: R261 456 – R303 093 per annum (OSD)
Grade 2: R321 540 – R369 258 per annum (OSD)
Grade 3: R389 991 – R452 106 per annum (OSD)
Grade 4: R479 640 – R572 715 per annum (OSD)

CENTRE

OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS

Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP. Registration with the SACSSP as a Social Worker. Grade 1: None required. Grade 2: A minimum of 10 years’ appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 3: A minimum of 20 years’ appropriate experience in social work after registration as a Social Worker with the SACSSP. Grade 4: A minimum of 30 years’ appropriate experience in social work after registration as a Social Worker with the SACSSP. Computer literacy and valid driver's licence.

DUTIES

Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as played by various tertiary institutions.

ENQUIRIES

Ms Calaza Tel no: 047 502 4469

POST 23/194

PROFESSIONAL NURSE GENERAL GRADE 1-3 (PENILE RECONSTRUCTION) REF NO. ECHEALTH/PNG/NMAH/02/06/2022 (8 POSTS)

SALARY

R256 905 – R485 475 per annum (OSD)
Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 963 – R 362 865 per annum (OSD)
Grade 3: R383 226 – R 485 475 per annum (OSD)

CENTRE

OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS

Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC as General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES

Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS): Motivate, couch and mentor
staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms Calaza Tel no: 047 502 4469

POST 23/195 : PHARMACY ASSISTANT (POST BASIC) REF NO. ECHEALTH/PHARM-PB/FEPH/ARP/02/06/2022

SALARY : R211 509 – R304 152 per annum (OSD)
Grade 1: R211 509 – R238 260 per annum (OSD)
Grade 2: R245 466 – R260 535 per annum (OSD)
Grade 3: R265 998 – R304 152 per annum (OSD)

CENTRE : Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS : As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years’ appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES : Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES : Ms Nazo Tel no 046 602 2300.

POST 23/196 : ARTISAN PRODUCTION GRADE A REF NO: ECHEALTH/AP/LTH/APL/01/09/2022

SALARY : Grade A: R193 512 - R214 770 per annum (OSD)

CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital

REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years’ experience in supervisory level. Valid drivers’ license is required.

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

ENQUIRIES : Ms L Mabanga Tel No: 041 605 2348

POST 23/197 : ARTISAN PRODUCTION GRADE A REF NO: ECHEALTH/AP/BH/APL/02/06/2022

SALARY : Grade A: R193 512 - R214 770 per annum (OSD)

CENTRE : Amathole District, Butterworth Hospital

REQUIREMENTS : An applicant must be in possession of trade test certificate in mechanical or electrical studies and with 3-5 years’ experience in supervisory level. Valid drivers’ license is required.
**DUTIES**: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

**ENQUIRIES**: Ms P Mtshemla Tel no: 047 401 9000.

**POST 23/198**: FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO/02/06/2022

**SALARY**: R170 955 – R195 465 per annum (OSD)

**CENTRE**: OR Tambo District, Mthatha Forensic Pathology Services

**REQUIREMENTS**: Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES**: Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES**: Ms F Mkhize Tel no 047 531 0081

**POST 23/199**: FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO/APL/02/06/2022

**SALARY**: R170 955 – R195 465 per annum (OSD)

**CENTRE**: Chris Hani District, Queenstown Forensic Pathology Services
REQUIREMENTS: Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES: Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES: Ms M Mathiso Tel no 045 858 8112

POST 23/200: FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-LUSIK/ARP/02/06/2022

SALARY: R170 955 – R195 465 per annum (OSD)

CENTRE: OR Tambo District, Lusikisiki Forensic Pathology Services

REQUIREMENTS: Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES: Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and
laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES : Ms F Mkhize Tel no 047 531 0081

POST 23/201 : FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-MTFPS/ARP/02/06/2022

SALARY : R170 955 – R195 465 per annum (OSD)
CENTRE : Joe Gqabi District, Mt Fletcher Forensic Pathology Services
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary and or Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES : Ms F Mkhize Tel no 047 531 0081

POST 23/202 : FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-JOFPS/ARP/02/06/2022

SALARY : R170 955 – R195 465 per annum (OSD)
CENTRE : Sarah Baartman District, Joubertina Forensic Pathology Services
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary and or Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic
Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES : Mr J Jenniker Tel no 041 373 1525

POST 23/203 : FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO- MOLFPS/ARP/01/06/2022 (2 POSTS)

SALARY : R170 955 – R195 465 per annum (OSD)
CENTRE : Chris Hani District, Molteno Forensic Pathology Services
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES : Ms M Mathiso Tel no 045 858 8112

POST 23/204 : FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO- GRFPS/ARP/02/06/2022

SALARY : R170 955 – R195 465 per annum (OSD)
CENTRE : Sarah Baartman District, Graaff Reinet Forensic Pathology Services
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of
Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES**

Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES**

Mr J Jenniker Tel no 041 373 1525

**POST 23/205**

FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-GRAMFPS/02/06/2022 (3 POSTS)

**SALARY**

R170 955 – R195 465 per annum (OSD)

**CENTRE**

Sarah Baartman District, Grahamstown Forensic Pathology Services

**REQUIREMENTS**

Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES**

Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES**

Mr J Jenniker Tel no 041 373 1525

**POST 23/206**

FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-MDAFPS/ARP/02/06/2022

**SALARY**

R170 955 – R195 465 per annum (OSD)

**CENTRE**

Buffalo City Metro, Mdantsane Forensic Pathology Services

**REQUIREMENTS**

Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work
standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES**

Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses. Document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

**ENQUIRIES**

Ms Hlulani Tel no 043 708 1700

**POST 23/207**

FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO- GELVFPS/ARP/02/06/2022 (2 POSTS)

**SALARY**

R170 955 – R195 465 per annum (OSD)

**CENTRE**

Chris Hani District, Gelvandale Forensic Pathology Services

**REQUIREMENTS**

Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

**DUTIES**

Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses. Document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.
ENQUIRIES : Mr J Jenniker Tel no 041 373 1525

POST 23/208 : FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO-NEWBFPS/ARP/02/06/2022 (2 POSTS)

SALARY : R170 955 – R 195 465 per annum (OSD)
CENTRE : Nelson Mandela Metro, New Brighton Forensic Pathology Services
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES : Mr J Jenniker Tel no 041 373 1525

POST 23/209 : FORENSIC PATHOLOGY OFFICER GRADE 1 REF NO. ECHEALTH/FPO- BZFPS/ARP/02/06/2022

SALARY : R170 955 – R 195 465 per annum (OSD)
CENTRE : OR Tambo District, Bizana Forensic Pathology Services
REQUIREMENTS : Senior Certificate or equivalent qualification with appropriate Forensic (Medico Legal) laboratory experience. Computer Literacy. Preparedness to work standby duties (after hours), work shifts and wear uniform. Valid driver’s licence (Code 8) and preparedness to drive extensive distance (day/night). Commitment to Batho Pele Principles. Ability to lift and work with corpses at various stages of post mortem preservation. Ability to interpret and apply policies with regard to Forensic Pathology Services. Ability to achieve and maintain good interpersonal and working relations with staff and stakeholders. Willingness to be trained in photography skills. Willingness to assist in other Forensic Pathology Laboratories within the Province of the Eastern Cape when such assistance is deemed appropriate by the Eastern Cape Department of Health. Problem solving and analysis, team work, customer focus and responsiveness, technical report writing.

DUTIES : Render an efficient support service to the Mortuary/Facility Manager with regard to the operational management of the Forensic Pathology Mortuary. Effective and efficient recovery, storage and processing of bodies, including the physical collection, process of bodies and safe keeping of corpses document evidence, information, exhibits and property from incidents scenes. Assist in rendering an effective and efficient forensic autopsy process in accordance with set standards and guidelines by assisting the Forensic Pathologist/Medical Officer in autopsies, including evisceration and subsequent suturing of the corpse. Assist in the registration of corpses
admitted to the Forensic Pathology Mortuary, as well as their subsequent identification and release to the relatives/private funeral parlours. Assist families of the deceased in the identification of their loved one, as well as complete the relevant documentation. Control reports and specimens during and after the forensic mortuary process including completion and administration of statements and documentation. Maintenance of mortuary hygiene. Ensure cleanliness of dissection area. Ensure proper waste and laundry managements according to Occupational Health and Safety regulations.

ENQUIRIES: Ms F Mkhize Tel no 047 531 0081

POST 23/210: STAFF NURSE GRADE 1-3 REF NO: ECHEALTH/SN/APL/NMAH/02/06/2022 (5 POSTS)

SALARY:
Grade 1: R173 952 – R302 292 per annum (OSD)
Grade 2: R207 696 – R233 763 per annum (OSD)
Grade 3: R245 799 – R302 292 per annum (OSD)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration with SANC as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration with SANC as Staff Nurse.

DUTIES: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES: Ms Calaza Tel no: 047 502 4469.

POST 23/211: STAFF NURSE GRADE 1-3 (PENILE RECONSTRUCTION) REF NO: ECHEALTH/SN-PC/APL/NMAH/02/06/2022 (6 POSTS)

SALARY:
Grade 1: R173 952 – R302 292 per annum (OSD)
Grade 2: R207 696 – R233 763 per annum (OSD)
Grade 3: R245 799 – R302 292 per annum (OSD)

CENTRE: OR Tambo District, Nelson Mandela Academic Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration with SANC as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration with SANC as Staff Nurse.

DUTIES: Execute nursing care plans for patients. Monitor vital signs and Observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES: Ms Calaza Tel no: 047 502 4469.
POST 23/212: NURSING ASSISTANT (PENILE RECONSTRUCTION) REF NO: ECHEALTH/NA/NMAH/APL//02/06/2022 (6 POSTS)

SALARY: R134 514 – R 233 763 per annum (OSD)
Grade 1: R134 514 – R151 401 per annum (OSD)
Grade 2: R159 198 – R179 175 per annum (OSD)
Grade 3: R190 071 – R233 763 per annum (OSD)

CENTRE: OR Tambo, Nelson Mandela Academic Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of Twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Ms Calaza Tel no: 047 502 4469.

POST 23/213: NURSING ASSISTANT REF NO: ECHEALTH/NA/FEPH/ARP/02/06/2022 (6 POSTS)

SALARY: R134 514 – R233 763 per annum (OSD)
Grade 1: R134 514 – R151 401 per annum (OSD)
Grade 2: R159 198 – R179 175 per annum (OSD)
Grade 3: R190 071 – R233 763 per annum (OSD)

CENTRE: Sarah Baartman District, Fort England Psychiatric Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of Twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Ms Nazo Tel no 046 602 2300

POST 23/214: PHARMACIST ASSISTANT (BASIC) GRADE 1-3 REF NO: ECHEALTH/PHARM/MTPHAMD/02/06/2022

SALARY: R124 845 – R 231 273 per annum (OSD)
Grade 1: R124 845 – R132 510 per annum (OSD)
Grade 2: R169 188 – R193 437 per annum (OSD)
Grade 3: R199 284 – R231 273 per annum (OSD)

CENTRE: OR Tambo District, Mthatha Pharmaceutical Depot

REQUIREMENTS: Basic Pharmacist Assistant qualification that allows registration with the SAPC as Pharmacist Assistant (Basic) Registration with the SAPC as Pharmacist Assistant Basic. Good report skills. Good communication skills (Verbal and written). Computer literacy including Microsoft Offices. Pharmaceutical warehousing experience will be an added advantage.

DUTIES: Issue orders to the transit out unit. Store and receive stock from transit-in. Maintain Stock levels. Order, receipt, record, maintain and store pharmaceutical and non-pharmaceutical products (up to including Schedule 5 Pharmaceutical products in accordance with prescribed standard operating procedures and relevant legislations. Pack and pre-pack pharmaceutical products (up to and including schedule 5 pharmaceutical products) under the direct supervision of a pharmacist. Maintain good housekeeping (orderliness, hygiene and cleanliness) in the Pharmaceutical environment.
ENQUIRIES: Mr M Diko Tel no 047 532 6023.

PROVINCIAL TREASURY

APPLICATIONS: Applicants are encouraged to apply using e-Recruitment system which is available on https://erecruitment.ecotp.gov.za/. The system is available 24/7 and closes at 23:59 on the closing date.

CLOSING DATE: 08 July 2022

NOTE: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts. Note: To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: Theliswa.nkonyili@ectreasury.gov.za (NB: FOR TECHNICAL GLITCHES ONLY – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: Theliswa.nkonyili@ectreasury.gov.za and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

MANAGEMENT ECHELON

POST 23/215: DEPUTY DIRECTOR-GENERAL: MUNICIPAL FINANCIAL GOVERNANCE

REF NO: PT.01/06/2022

Purpose: To ensure effective and efficient management in municipalities & coordinate the provisioning of capacity building

SALARY: R1 544 415 per annum (Level 15), (all-inclusive)

CENTRE: Head Office

REQUIREMENTS: Master’s Degree (NOF level 8 as recognised by SAQA) in Financial / Management / Accounting with a Minimum of 12 years of experience in budget or accounting of which 8-10 years must be at senior management level (Chief Director Level). Knowledge and understanding of government supply chain management prescripts and financial information systems will be an added advantage. Previous experience in monitoring or working in municipal environment is essential. Skills and Competencies: Strategic Capability and Leadership, Programme and Project Management Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication, Honesty and Integrity.

DUTIES: Provide Strategic Leadership to ensure Full Execution of Departmental Programmes; Develop and implement programme plan and strategy to contribute to the realization of the objectives of the department, Develop and periodically review the Service Delivery Model Develop and implement a communication and stakeholder management protocol. Systems put in place and work processes improved to ensure the achievement of programme objectives. Create an environment that enables and sustains mutually beneficial relationships in the provincial departments. Resource Management Plan and Strategy developed and implemented to ensure the programme’s contribution in realizing the department’s objectives. Annual Operational Plan developed and implemented and systems put in place to ensure delivery on programme objectives. Develop and implement the Delegations Framework. Ensure Optimal and Sustainable Budget Management and Coordination,
Monitoring and Reporting on MFMA Implementation; Provide guidance on budget planning, monitoring, evaluation and report on budget implementation. Support institutional development and capacity building programmes in conjunction with COGTA. Provide advice and guidance in the development of financial policies. Monitor MFMA governance and compliance to improve municipal financial management systems and processes. Monitor evaluation and report on Risk Management and Internal Audit Compliance. Monitor Compliance with Financial Management and Annual Reporting Framework. Effective; Ensure the promotion, understanding and implementation of accounting standards and monitor compliance with reporting requirements. Provide guidance on the implementation of accounting services and support. Provide guidance on reviewing and reporting on the quality of annual financial statements and Asset management. Monitor remedial action and report on the implementation thereof. Provide guidance and support on SCM and Asset Management issues. Manage Area of Responsibility; Oversee the Programme’s operations and enhance internal processes to help the department grow and fulfill its mission. Ensure that systems perform at an optimal level and meet service delivery obligations while maintaining or decreasing costs. Develop Integrated Strategic Plans & policies, solicit input from management within the programme and ensure these are communicated to and understood by staff. Promote a culture of high performance and continuous improvement that values learning and a commitment to quality and ensure that corrective and performance reinforcement measures are taken where required. Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities and conduct half yearly performance reviews. Ensure that units are adhering to the strategic plan, delivering status reports monthly, quarterly and as and when required. Supervise / coordinate effective and efficient management of the unit. Develop and supervise implementation of the Unit’s Annual Operational Plan. Mentor and develop staff using a supportive and collaborative approach, assign accountabilities; set objectives; establish priorities and coordinate, and execute the annual budget process. Ensure that risk management of the Unit’s resources takes place, a Risk register is developed and that appropriate measures are in place to mitigate identified risks. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with Supply Chain Prescripts. Ensure the Unit’s assets are managed, maintained and kept safely and that a proper asset register is kept.

ENQUIRIES: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 23/216: DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT.02/06/2022

SALARY: R1 073 187 per annum (Level 13), (all-inclusive)

CENTRE: Head Office

**DUTIES**: In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will oversee the provincial Risk Management Function in line with Risk Management Framework and other risk management protocols; Promote awareness and sharing of risk management best practices across the departments and provincial entities. Ensure that risk mitigation strategies are sound and relevant for effective contribution of Risk Management Function to the provincial development objectives; Provide support towards capacitation and resourcing of the provincial Risk Management Function; Promote provincial awareness and support to the provincial Risk Manage Function; Promote the continuing Professional Education for Risk Management practitioners; Continuous pursuit of way in which the provincial risk management can be optimised, including the regular updates of risk management guidelines and procedures; Manage the provision of support and capacity building for risk management in provincial departments and public entities; Ensure provision of technical support on risk management to provincial departments and public entities. Ensure the training of officials in risk management. Manage area of responsibility by providing leadership to the Transversal Risk Management Unit for a highly motivated and agile team; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Mobilise resources for the Unit and ensure compliance with all the standards in financial management, human resource management and governance; Ensure effective implementation and management of Risk, Finance, and Supply Chain Management protocols and prescripts in area of responsibility; Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**: Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

**POST 23/217**: DIRECTOR: FORENSIC AUDIT COORDINATION REF NO: PT.03 /06/2022

**Purpose**: To promote and ensure coordination of Forensic Audits Services in Provincial Departments and Public Entities

**SALARY**: R1 073 187 per annum (Level 13), (all-inclusive)

**CENTRE**: Head Office

**REQUIREMENTS**: Bachelor Degree (NQF level 7) in Commerce/Financial Accounting/Financial Management or Auditing or Criminal Law, coupled with a minimum of 7 (seven) years’ relevant experience, of which 5 (five) years at middle level experience (Deputy Director Level), in Audit/Forensic/Anti-corruption experience. A recognised professional qualification in fraud or forensics, like CFE or CFP, and a membership (in good standing) with a recognised fraud or forensics professional body, like ACFE or ICFP. A postgraduate qualification in Auditing/Internal Auditing/Accounting/ Finance will be an added advantage. Skills and Competencies: A proven record of having forensic assignments in the public sector environment, with advanced project management, technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.

**DUTIES**: In addition to sub-programme responsibilities of managing and reporting on resources, including managing the related risks, the incumbent will coordinate forensic investigations up to prosecution stage, report on fraud incidents and recommend appropriate actions to strengthen fraud prevention controls, ensure advocacy in ethical management systems as a way of preventing and detecting fraud, including strengthening provincial efforts in eliminating fraud and corruption; Establishing, maintaining and collaborating with law enforcement agencies; Providing support and capacity building initiatives to anti-corruption units of Departments, public entities and municipalities; Preparing of affidavits, and evidence files and testify in criminal and civil proceedings; Manage area of responsibility by providing leadership to the Transversal Forensic Audit Services Unit for a highly motivated and agile team; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness; Mobilise resources for the Unit and ensure compliance with all the standards in financial management, human resource management and governance; Ensure effective implementation and management of Risk, Finance, and Supply Chain Management protocols and...
prescripts in area of responsibility: Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

OTHER POSTS

POST 23/218 : DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: PT 04/06/2022
Purpose: To manage and monitor economic parameters and socio-economic imperative within provincial departments.

SALARY : R744 255 per annum (Level 11)
CENTRE : Head Office
REQUIREMENTS : A Degree (NQF level 7 as recognized by SAQA) in Economics/Financial Accounting or related field coupled with Minimum of 5 years’ experience in Economics of which of 3 years should be at an Assistant Director level in Economics environment. Skills and Competencies: In depth understanding of legislative frameworks that govern in the Public Service, Knowledge and application of PFMA, Risk management policies and practices, Supply chain management policies and practices and Project Appraisals. Data analysis and research. Knowledge of the principles of economics, including econometrics and forecasting. Knowledge of micro and macro-economic theory.

DUTIES : Manage The Directorate Responsible for Developing a Realistic and Sustainable Fiscal Framework for the Province: Conduct analysis on the key economic variables, their inter relation and relevance for the budget. Conduct analysis on the potential and constraints for a growth and development and their interaction with governmental spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economics variables. Monitor and manage institutional coordination and sector integration. Provide Strategic Leadership in the Planning and Implementation of a Credible and Sound Revenue Budget: Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy. Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and compile revenue reports. Provide Technical Assistance and Training in the Application of Economic Analysis in the Province: Monitor capacity in the area of macro-economic analysis. Render Support in the Equitable Shares and Conditional Grants Applications: Assist in the determination of finance envelop for the MTEF.

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 23/219 : ASSISTANT DIRECTOR: PROVINCIAL MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 05/06/2022
Purpose: To render transparent and effective management of movable & immovable assets

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office

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

ENQUIRIES : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 23/220 : ASSISTANT DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: PT 06/06/2022

Purpose: To assist, prepare and provide information on the planning and monitoring of Infrastructure Performance by Municipalities

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office


DUTIES : Collect And Prepare Information Regarding Infrastructure Funding Frameworks and Long Term Planning for Municipalities; Maintain process in ensuring that infrastructure funding framework and long term planning for Municipalities is achieved. Assist in the facilitation and coordination of stakeholder relationship. Assist in the facilitate the implementation of the IDM Risk Management System in Provincial Departments, Provincial Public Entities and Municipalities. Collect and prepare all challenges pertaining to infrastructure funding to HODs, CEOs, MECs, Premiers. Assist in the facilitation process of developing, improving, tailoring, reviewing and updating the IDMS Framework in the Province in collaboration with Provincial Departments, Municipalities and Provincial Public Entities. Implement strategies for the roll-out of the IDMS in Provincial Departments, Provincial Public Entities and Municipalities. Maintain the implementation of Standard Operating Procedural [SOPs] manuals and/or Codes of Practice [COPs] to determine standard procedures in the planning, procurement, implementation, use and maintenance of immovable assets. Provide and maintain inputs to the updating of the Infrastructure Delivery Management [IDM] Toolkit. Assist in the facilitation of and the implementation of Provincial Treasury Instructions and/or Best Practice Notes in terms of the implementation of the Provincial Infrastructure Delivery Framework in the Province. Facilitate the
implementation of the Provincial Infrastructure Delivery Framework in the Province and review/update as and when required. Undertake and Maintain Relevant Municipality Infrastructure Plans and Budgets; Facilitate the engagement with all three spheres of Government and Public Entities to determine and align longer term budget requirements with the longer term provincial infrastructure plan. Collect And Maintain Infrastructure Inputs at Relevant Forums Pertaining to Municipalities; Maintain an annually and on a five year basis participate in the review and updating of the long term infrastructure strategy and plan and funding implications. Provide And Assist in Facilitating Transparency and Effective Delivery of Infrastructure; Prepare report on recommendations regarding the infrastructure funding options and frameworks including cases suitable for public private partnerships. Maintain System for Financial and Performance Indicators Related to Municipal Infrastructure; Collect and assist in research and analyses to determine the financial and economic objectives and imperatives for infrastructure development in the Province in collaboration with Provincial and Municipal stakeholders. Provide and Maintain Report on Over/Under Spending for Infrastructure Projects Implemented by Municipalities; Validate the funding of contracts that exceed three years and that have a future budgetary implication as being proposed by Provincial Departments and / or Municipalities and make final budget recommendations.

ENQUIRIES
Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574

POST 23/221
ADMIN OFFICERS: MANAGEMENT OF MEDICO LEGAL CLAIMS PROJECT AND OTHER INTERVENTIONS REF NO: PT 07/06/2022 (X4 POSTS)
Fixed Term of 12 Months Contract
Purpose: To support the management of the Medico Legal Claims Project and other interventions as part of implementing interventions in terms of S18 of the PFMA

SALARY: R261 372 per annum (Level 07)
CENTRE: Head Office
REQUIREMENTS: National Senior certificate and A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in B Comm/ Internal Audit/ Financial Management coupled with Minimum of 2 years’ experience in administration. Competency Levels: Excellent self-driven; innovative and well organised individuals; ability to work with little supervision; ability to succeed working under pressure and with large volume of data; high-end communication skills; proficiency in Microsoft Applications (Excel, Word, PowerPoint, Outlook); ability to create/design spreadsheets, ability to capture data with high degree of speed and accuracy, ability to review information as well analytical capability to translate data into management information.

DUTIES: Support on the digitalization of records efforts by capturing and reviewing patient files, court files, etc; update and maintain electronic registers for both the court on patient records; ensure accurate information to support data integrity towards positive audit outcomes (disclosure of contingent liabilities) and enhanced opportunities in collating court evidence. Execute audits in accordance with the audit projects. Report progress on audit projects. Source documents to update patient and court files.

ENQUIRIES: Ms T. Nkonyile at Tel No: 083 8755 707 /Ms B Ndayi at 060 543 5574
NOTE: This post is earmarked for a person with disability.

DEPARTMENT OF SOCIAL DEVELOPMENT
APPLICATIONS: Provinicial Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William’s Town, for the attention of Ms. A Njaba or POST TO The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5101 OR Ms A Njaba 043 605-5110.
Districts Are To Be Sent To The Following: Alfred Nzo: The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Shweni at 039 – 2540900
Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85
Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Adv. T Ntanjana at 0437116626

**Buffalo City Metro**: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula. Enquiries may be directed to Ms P. Kula 043 705-5675.

**Chris Hani**: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Edben Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms N Mzinjana at (045) 8083709.

**Joe Gqabi**: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Ms P Tsuputse at 051 633-1609.

**Nelson Mandela Metro**: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Building, Straundale Road. Enquiries may be directed to Ms L. Thompson 041 406-5750.

**Sarah Baartman**: The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown. Enquiries may be directed to Mr M Sipambo at 046 636-1484.

**O.R. Tambo**: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 53109 44

**CLOSING DATE**: 08 July 2022

**NOTE**: Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

**OTHER POSTS**

**POST 23/222**: SOCIAL WORK MANAGER GR1 (5 POSTS)

**SALARY**: R806 811 per annum

**CENTRE**:
- Alfred Nzo: District Office: Ref no. DSD 01/06/2022
- Joe Gqabi: Lulama Futshane Child and Youth Care Centre: Ref no DSD 02/06/2022
- BCM: Bisho CYCC: Ref no 03/06/2022
- NMM: Protea CYCC: Ref no: 04/06/2022
- NMM: Enkuselelweni place of Safety: Ref no: 05/06/2022


**DUTIES**

Provide strategic leadership to the Centre through planning, budgeting and development of monitoring and evaluation systems. Manage and empower personnel in the Centre in line with the Public Service Act and other policies. Ensuring that there are good employee relations within the institution. Ensuring that all professionals within the centre are registered with the SACSSP. Develop and strengthen relationships with the NPO sector and other Government Departments and agencies within the Criminal Justice System. Ensure alignment of plans and budgets. Manage the finances of the Centre in line with the Public Finance Management Act. Analyze policies and develop programmes at the Centre for the management of children in conflict with the law. Coordinate other departments and civil society for integrated services and programmes for children admitted at the Centre. Provide a social work service of the highest, most advanced and specialized nature within defined area(s) of specialization with regard to the care, support, protection and development of children through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Willingness to travel.

**ENQUIRIES**

can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

**POST 23/223**

MANAGER: COMMUNITY DEVELOPMENT GRADE 1 REF NO. DSD 06/06/2022

**SALARY**

R806 811 per annum

**CENTRE**

Chris Hani: District office

**REQUIREMENTS**

National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Social Sciences / Community Development / Developmental Studies. A minimum of ten (10) years recognizable experience in Community Development after obtaining the required qualification. Computer literacy. A valid South African driver’s license is a prerequisite. Competencies; Extensive knowledge of the Social Development Sector. Must understand, be able to apply and advise on principles applied in community work. Ability to work independently and under pressure. Maintain and strengthen relations with Stakeholders. Must be able to influence individuals and groups in order to achieve specific objectives. Must be able to identify, define and provide solutions to problems. Must be able to work cooperatively with others, build and manage cohesive work teams to achieve the required outputs. Good planning, organizational and decision-making skills in order to deliver the work of projects on time, within costs and at expected quality. Strategic capability and leadership skills. Excellent management and empowerment skills. Project Management Skills. Service Delivery Innovation. Client and customer orientation. Understanding of the Batho Pele principles. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on Social Transformation and Community Development.

**DUTIES**

Be responsible for managing the Community Development Programme within the District. Manage the identification, facilitation and implementation of integrated development interventions / programmes in partnership with the community and relevant stakeholders through efficient, effective and economical utilisation of resources provided by the Programme. Provide support and advice to Local Service Offices. Must interpret, advise and develop proposals on legislation & policies and determine whether the current policies are still relevant in meeting current service delivery demands. Consolidate monthly, Quarterly and Annual Performance Reports for the Programme.

**ENQUIRIES**

can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

**POST 23/224**

DEPUTY DIRECTOR: ADMINISTRATION (X 2 POSTS)

**SALARY**

R744 255 per annum (level 11)

**CENTRE**

Chris Hani: Enoch Mgijima: Ref no. DSD 07/06/2022
OR Tambo: Mthatha Area Office: Ref no: 08/06/2022

**REQUIREMENTS**: National Senior Certificate plus B. Degree / National Diploma (NQF level 6 / 7) in Public Administration / Social Sciences / Equivalent qualification with 5 year’s relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver’s license. Competencies; Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision-making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Must be developmental with a clear understanding of the South African policies on social transformation and community development.

**DUTIES**: Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.

**ENQUIRIES**: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

**POST 23/225**: SOCIAL WORK SUPERVISOR GR1

**SALARY**: R389 991 per annum

**CENTRE**: BCM: Dimbaza Service Office: Ref no. DSD 09/06/2022
EL Service office: Ref no: 10/06/2022
Joe Gqabi: Mt Fletcher Service office: Ref no: 11/06/2022
OR Tambo: Port St Johns Service office: Ref no: 12/06/2022

**REQUIREMENTS**: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration and practiced as a Social Worker. Computer literacy. A valid South African driver’s license. Competencies; Leadership and understanding of new Social Welfare paradigm, policies, legislation and regulations that underpins the delivery of Social Development service in the NPOs, CBOs, and FBOs. Understanding of Service Level Agreement and ability to communicate this to appropriate stakeholders. Project management, Research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative. Understanding of public sector transformation and equity issues. Presentation and facilitation skills including sound report writing abilities. Financial, Supply Experience in community involvement. Communication skills (both verbal and written).

**DUTIES**: Ensure that a Social Work Service with regard to care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and Volunteers to ensure an effective social work service. Keep up to date with the new developments in the Social Work field. Supervise all the administrative functions required in the unit and undertake the higher-level administrative functions. Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities

**ENQUIRIES**: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

**POST 23/226**: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)

**SALARY**: R382 245 per annum (level 9)

**CENTRE**: Chris hani: Ref no. DSD 13/06/2022
District office: Ref no: 14/06/2022
OR Tambo: District office: Ref no: 15/06/2022
**REQUIREMENTS**

National Senior Certificate plus B. Degree / National Diploma (NQF level 6/7) in Supply Chain Management / Financial Management / Public Administration / Equivalent relevant qualification with (3) years of experience must be at supervisory level (salary level 7/8) in Supply Chain Management environment OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 6 / 7 - with at least 3 years’ relevant experience in Supply Chain Management). Computer literacy. A valid code 8 driver’s license.


**DUTIES**

Demand & Acquisition Management for the District. Maintenance suppliers’ database. Prepare a District report explicitly detailing monthly purchases. Manage the Logistics for the District by facilitating management of movable assets & disposals, fleet services, sound procurement of goods & services as well as management of inventories. Manage fixed assets in the District. Ensure proper compilation of the District Asset Register. Serve as Chairperson for the Asset Disposal and Asset Verification Committees in the District. Monitor the performance of service providers contracted by the Department ensuring compliance with contract conditions. Provide facilities management services. Represent the District in Supply Chain Management meetings. Liaise with external stakeholders e.g. Department of Public Works etc. Compile and submit Monthly, Quarterly and Annual reports.

**ENQUIRIES**

can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

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**POST 23/227**

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT (X4 POSTS)

**SALARY**

R382 245 per annum (level 9)

**CENTRE**

Amathole District Office: Ref no. DSD 16/06/2022
Alfred Nzo: District Office: Ref no: 17/06/2022
Chris Hani: District Office: Ref no: 18/06/2022
Sarah baartman: District Office Ref no: 19/06/2022

**REQUIREMENTS**

National Senior Certificate plus B. Degree/ National Diploma in Financial Management, Cost & Management Accounting, Financial Information Systems/ Equivalent relevant qualification (NQF level 6/7) with 3 years of experience must be at a supervisory level (salary level 7/8). A valid South African driver’s license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of PERSAL will have a distinct advantage. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations. Knowledge and practical experience of Basic Accounting System, Supply Chain Management and budget processes in Government Sector. The ability to work extended hours. The ability to work under pressure. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

**DUTIES**

Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly experience management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-Term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk management. Management of salary control measures. Management of resources (Human, Physical and Financial).

**ENQUIRIES**

can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

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**POST 23/228**

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF: 20/06/2022

**SALARY**

R382 245 per annum (Level 9)
CENTRE : Provincial Office

DUTIES : Facilitate drafting of contracts/Service Level Agreements and leases. Management of contracts and leases, particularly ensuring compliance with contractual terms and key performance indicators as well as vetting of all contracts Monitor and report on the performance of suppliers. Ensuring implementation of contract management policy, procedures and systems. Ensure best practice supply chain management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislative prescripts. Provide support and professional advice on contract management to the department. Conduct onsite inspections of suppliers’ deliveries and report on supplier performance Management of subordinates. Such other duties, administrative or otherwise, as may be assigned. Assist with Project Cost accounting and reporting. Manage Departmental Contracts Register• Liaise with Internal and External auditors on contracts management related matters.

ENQUIRIES : can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

POST 23/229 : ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF: DSD 21/06/2022

SALARY : R382 245 per annum (Level 9)
CENTRE : Provincial Office

DUTIES : Ensure best practice supply chain management standards for goods and services. Ensure compliance with PFMA, Treasury Regulations and all relevant legislative prescripts. Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are compiled in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing/evaluation/adjudication sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders and
price quotations evaluated. Receive and assist in the evaluation and adjudication of the expressions of interest. Coordinate review, and source quotations from service providers. Manage Departmental Bid/Quotation Register. Liaise with Internal and External auditors on acquisition management related matters. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Such other duties, administrative or otherwise, as may be assigned.

ENQUIRIES: can be directed to Ms A Njaba at Tel No: 043 605-5101 or Ms. Z Moyeni 043 605-5110

POST 23/230: ASSISTANT DIRECTOR: INSTITUTIONAL MANAGEMENT SERVICES: NPO REF NO.DSD 22/06/2022

SALARY: R382 245.per annum (level 9)
CENTRE: Amathole District Office
REQUIREMENTS: National Senior Certificate plus a B. Degree/ National Diploma in Accounting/ Internal Auditing / equivalent relevant qualification with 3 years must a supervisory level (salary level 7/8) in the relevant field. A valid South African driver’s license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of BAS and SDMIS. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations. Knowledge of BAS and SDMIS. Ability to work under pressure and meet deadlines. Good written and verbal communication skills. Strong Excel Spreadsheet proficiency. Knowledge of and experience in the Social Development Sector,

DUTIES: Co-ordinate and facilitate the strategic and operational plan of the institutions. Co-ordinate reporting with respect to progress with implementation of operational plans. Provide advice and assistance with implementation of institutional related policies, frameworks and programmes. Manage funding, capacity building and empowerment programmes for emerging and existing CBO’s civil society and NPO’s. Monitoring of NPO funding. Coordinate NPO Forum. Monitor and report on spending trends. Analyze NPOs spending trends to relate to further allocations. Follow up and improve on Audit Findings. Monitor claims submission by Local Service Offices effective and efficient risk.

ENQUIRIES: can be directed to Ms A Njaba at Tel No: 043 605-5101 OR Ms. Z Moyeni 043 605-5110

POST 23/231: ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING (X2 POSTS)

SALARY: R382 245.per annum (level 9)
CENTRE: Amathole District Office: Ref no. DSD 23/06/2022
Sarah Baartman: District Office: Ref no. DSD 24/06/2022
REQUIREMENTS: National Senior Certificate plus a B. Degree/ National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 3 years of experience must be at a supervisory level (salary level 7/8) in the relevant field. A valid South African driver’s license is a prerequisite. Computer Certificate or Computer as a passed module or subject. Knowledge of PERSAL will have a distinct advantage. Competencies; Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government Sector. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure, code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.


ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/232: ASSISTANT DIRECTOR: INTERNAL CONTOL (PRE-AUDIT) REF NO. DSD 25/06/2022

SALARY: R382 245 per annum (level 9)
CENTRE: Provincial Office
REQUIREMENTS: National Senior Certificate plus B Degree/N Diploma in Internal Auditing / equivalent relevant qualification with a minimum of 3 years must be at a supervisory level (Level 7/8) in an Internal Audit environment. Post graduate qualification will be an added advantage. Possession of either one or more professional certificate; Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Audit Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage. Computer Literacy, Knowledge of Teammate System. A valid South African driver’s license is a prerequisite. Competencies; Knowledge of international Standards for the Professional P ractice on Internal Auditing, Enterprise Risk Management Framework, King III Reporting, Public Finance Management Framework Act, 1999 (Act No.1 of 1999) and Treasury Regulations
DUTIES: Assist in developing and implementing Internal Audit strategic and Operational Plan. Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Approved Plan, Supervise the audit teams throughout the audit engagements. Conduct ad hoc audits as requested, Assist in Managing Audit Committee Logistics, Assist in managing Internal Audit Administration, Assist in developing and implementing.

ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/233: ASSISTANT DIRECTOR: HR REGISTRY REF NO. DSD 26/06/2022

SALARY: R382 245.per annum (level 9)
CENTRE: Provincial office
REQUIREMENTS: National Senior Certificate plus B degree/National Diploma in Library Information Science or Records Management. Computer Certificate or Computer as a passed module or subject. A valid driver’s license will be an added advantage. Competencies; Good communication and interpersonal skills. Knowledge of Provincial Archives Act. Knowledge of Batho Pele Principles. Practical knowledge of disposal records.
DUTIES: Provide day to day registry services at the District. Ensure that the annual payment of private bag rental for the Post Office is done timeously for the District. Ensure that equipment for registry is available. Provision of a records management support services. Noting correct reference numbers on all incoming correspondence and file accordingly. Custody and safekeeping of register files opened, destruction register and register of Authorities. Ensure that all records are stored in suitable lockable filing cabinets/ equipment’s. Render effective filing and record management services.

ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/234: ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME: SOCIAL SECTOR COORDINATION REF NO. DSD 27/06/2022
(1 Year Contract)

SALARY: R382 245.per annum (level 9)
CENTRE: Provincial office
REQUIREMENTS: National Senior Certificate plus an appropriate tertiary qualification at NQF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years’ relevant experience in Expanded Public Works Programme). A Valid South African Driver’s license. Competencies: Knowledge of the Expanded Public Works Programme
(EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

**DUTIES**: Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure EPWP programmes and projects are mainstreamed in department programmes. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

**ENQUIRIES**: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/235**: SENIOR DATA CAPTURER: EPWP PROGRAMME REF NO. DSD 28/06/2022
(1 Year Contract)

**SALARY**: R382 245.per annum (level 9)

**CENTRE**: Provincial Office

**REQUIREMENTS**: National Senior Certificate plus an appropriate tertiary qualification at NQF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NQF Level 7 - with at least five years' relevant experience in Expanded Public Works Programme). A Valid South African Driver’s license. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality. Competencies; Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies, and procedures. Must be good in Excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving skills. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

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

**ENQUIRIES**: can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/236**: COMMUNITY DEVELOPMENT SUPERVISOR GR 1 REF NO. DSD 42/06/2022

**SALARY**: R369 258.per annum

**CENTRE**: Amathole: Mnquma Local Service Office (Butterworth)

**REQUIREMENTS**: National Senior Certificate plus a B degree in Social Science with Developmental Economics/ National Diploma in Development Studies/ Community Development/ Social Work and other related studies plus a
minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. Computer Certificate or Computer as a passed module or subject. A valid driver's license. Competencies: Strong theoretical understanding of, practical exposure in Community Development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People Management and empowerment skills. Project management skills.

DUTIES: Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (eg in departments/ provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.

ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/237: SOCIAL WORKER GRADE 1 (X2 POSTS)

SALARY: R261 372 per annum (Level 07)

CENTRE: Sarah Baartman: Koukama Service Office: Ref no. DSD 29/06/2022
Ndlambe Service office: Ref no: DSD 30/06/2022

REQUIREMENTS: National Senior Certificate plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies; Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES: Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required

ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/238: STATE ACCOUNTANT REF NO: DSD 31/06/2022

SALARY: R261 372 per annum (Level 07)

CENTRE: OR Tambo: District office

REQUIREMENTS: National Senior Certificate plus B Degree/ National Diploma in Finance, Accounting or Auditing with a minimum of two (2) years’ experience in Financial Management. A valid South African driver’s license will be an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Compliance Treasury Regulations. Proven knowledge of BAS and PERSAL
**DUTIES**
Processing payment transaction on MIS and BAS. Checking and correcting of payment transactions. Performing payment reconciliation. Preparing of required reporting schedules. Performance and Risk Management. Supervision of Interns when available. Office administration duties. Attend meetings as directed. Be prepared to travel if required. Ensure effective filing of payment files. Be responsible for managing the Community Development Programme within the District. Manage the identification, facilitation and implementation of integrated development interventions / programmes in partnership with the community and relevant stakeholders through efficient, effective and economical utilisation of resources provided by the Programme. Provide support and advice to Local Service Offices. Must interpret, advise and develop proposals on legislation & policies and determine whether the current policies are still relevant in meeting current service delivery demands. Consolidate monthly, Quarterly and Annual Performance Reports for the Programme.

**ENQUIRIES**
can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/239**
**REGISTRY CLERK REF NO: DSD 32/06/2022**

**SALARY**
R176 310 per annum (Level 05)

**CENTRE**
Amathole: District Office

**REQUIREMENTS**

**DUTIES**
Provide day to day registry services at the District. Ensure that the annual payment of private bag rental from the Post Office including Districts where there is no budget paid. Procurement of goods and services. Provision of a records management support services. Noting correct reference numbers on all incoming correspondence. Custody and safekeeping of register files Opened, Destruction register and register of Authorities. Ensure that all records in the Main Registries are stored in suitable lockable filing equipment. Render effective filing and record management services. Ensure the operation of the office machines in relation to the registry function.

**ENQUIRIES**
can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/240**
**ADMIN CLERK (X5 POSTS)**

**SALARY**
R176 310 per annum (Level 05)

**CENTRE**
Amathole: Ngqushwa Service Office Ref No: DSD 33/06/2022
BCM: Jon X Merrimen CYCC Ref No: DSD 34/06/2022
Sarah Baartman: Makana Service Office Ref No: DSD 35/06/2022
Ndlambe Service Office Ref No: DSD 36/06/2022
Humansdorp Service Office Ref No: DSD 37/06/2022

**REQUIREMENTS**
National Senior Certificate equivalent relevant qualification. Computer Certificate or Computer as a passed module or subject. Competencies; Knowledge of Human Resources and understanding of Recruitment and Selection process. A fair understanding of Public Service Policies and Regulations. Knowledge and ability to use PERSAL functions will be an added advantage. Good communication skills (verbal and written).

**DUTIES**
Effectively assist on recruitment and selection processes. Development of master list. Assist with shortlisting of applicants, arrangement of interviews, invite candidates for interviews and serve as a scribe at interviews and compile submissions. Administer Human Resource Administration functions and practices i.e. transfers, appointments and translation in rank. Administer leave records for the Local Service Office and processing of PILIR cases. Process the implementation of Service benefits. Process resettlement of staff, state guarantees, housing allowances, recognition of long service, leave gratuities and coordinating of pension administrations.

**ENQUIRIES**
can be directed to Ms A Njaba Tel No: 043 605-5101 or Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/241**
**PERSONNEL OFFICER (X3 POSTS)**
**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Joe Gqabi: Senqu service Office Ref No: DSD 38/06/2022
Joe Gqabi: Elnundini Service office Ref No: DSD 39/06/2022
OR Tambo: Qumbo Area Office Ref No: DSD 40/06/2022


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

**ENQUIRIES**: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/242**: ACCOUNTING CLERK: FINANCIAL MANAGEMENT (X2 POSTS)

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Amathole: District office Ref No: DSD 41/06/2022
Sarah baartman: Camdeboo Service Office Ref No: DSD 42/06/2022

**REQUIREMENTS**: National Senior Certificate /equivalent relevant qualification. Computer Certificate or Computer as a passed module or subject. PERSAL and BAS Certificate will be an added advantage. A valid driver’s license will be an added advantage. Competencies; Good communication and interpersonal skills. Knowledge of Batho Pele Principles. Knowledge of BAS and PERSAL systems.

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

**ENQUIRIES**: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/243**: ADMIN CLERK: EPWP REF NO: DSD 43/06/2021
(1 Year Contract)

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Provincial Office

**REQUIREMENTS**: National Senior Certificate/equivalent relevant qualification. Computer literacy. Competencies; Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

**DUTIES**: Render general clerical support services. Provide supply chain clerical support services within the EPWP Office. Provide personnel administration clerical support services within the EPWP Office. Provide financial administration support services in the EPWP Office.

**ENQUIRIES**: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

**POST 23/244**: MESSENGER/DRIVER REF NO: DSD 49/06/2022

**SALARY**: R176 310 per annum (Level 05)

**CENTRE**: Amathole District Office

**REQUIREMENTS**: National Senior Certificate/ NQF Level 4 qualification / equivalent relevant experience. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years’ experience as a driver. Shortlisted candidates will undergo a competency assessment on driving. Competencies; The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.
DUTIES: Provide driving services for the District. Collect post bag from Post Office at all reasonable times. Distribution of mail and correspondence to various offices and externally. Accompany officials without driver’s license to various offices. Be responsible for delivery and collection of goods. Take care of Government Vehicles in all aspects i.e. cleanliness, servicing, safety, logging and trip authorities.

ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/245: SOCIAL AUXILIARY WORKER GRADE 1 REF NO: DSD 44/06/2022

SALARY: R150 438 per annum

CENTRE: Chris Hani: District Office

REQUIREMENTS: National Senior Certificate plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver’s license will be an added advantage. Competencies; Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES: Provide administrative support to Social Workers. Conduct awareness campaigns on child abuse, abuse of older persons, abuse of substances, abuse of women and persons living with disability. Monitor Home Based Community Care Centres. Maintain an efficient and effective system to ensure a smooth flow of information to Social Workers and Clients.

ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110

POST 23/246: CHILD AND YOUTH CARE WORKER GRADE 1 (X10 POSTS)

SALARY: R143 073 per annum

CENTRE: NMM: Erica CYCC Ref No: DSD45/06/2022 (X3 Posts)
Protea CYCC Ref No: DSD 46/06/2022 (X3 Posts)
Enkuseleweni Place of Safety Ref No: DSD47/06/2022 (X3 Posts)
OR Tambo: CYCC Ref No: DSD48/06/2022


ENQUIRIES: can be directed to Ms A Njaba Tel No: 043 605-5101 OR Ms. Z Moyeni Tel No: 043 605-5110
ANNEXURE R

PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF TREASURY

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

APPLICATIONS: Applications, quoting the relevant reference, should be forwarded as follows:
The Deputy Director: Human Resources Management, Free State Provincial Treasury, Private Bag X 20537, Bloemfontein, 9300. Attention: Mr. W van Zyl Fidel Castro Building, Tel No: (051) 405 5266 or applications that are hand delivered must be brought to the foyer of Fidel Castro Building where they must be placed in the appropriately marked box at: Security, Ground floor, Fidel Castro Building, Cnr. Markgraaff and Miriam Makeba Streets, Bloemfontein. Applications can also be e-mailed to recruitment@treasury.fs.gov.za.

FOR ATTENTION: Mr. W van Zyl, tel. (051) 405 5266

CLOSING DATE: 8 July 2022

NOTE: Directions to applicants: Applications must be submitted on the new Z.83 form (Updated version that came into effect on 1 January 2021), obtainable from any Public Service Department and must be accompanied by a detailed Curriculum Vitae (Subjects of relevant qualifications should be mentioned in the CV). Applicants are requested to complete the Z83 form properly and in full. (Sections A, B, C and D are compulsory and Sections E, F and G do not need to be completed if a detailed CV covering the Sections is attached). The reference number of the advertised post should be stated on the Z.83. Only short listed candidates will be required to submit certified copies of qualifications and other related documents on, or before the day of the interview following an invitation from the Department to attend an interview, and such qualification(s) and other related document(s) should be in line with the requirements of the advertisement. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government, which can be accessed via the following link: https://www.thensg.gov.za. Candidates for SMS posts (Level 13 and higher posts) will also be subjected to a competency assessment and may also be subjected to a practical test. Candidates who apply for posts below SMS level may be subjected to a practical test. 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, hand delivered or e-mailed timeously. Candidates who possess 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 after evaluation on all applications. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their applications were unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial assets check, qualification verification and reference checks). The Department reserves the right not to make appointments on the advertised post(s).

MANAGEMENT ECHELON


SALARY: R1 073 187. per annum (Level 13)(An all-inclusive salary package) (This all-inclusive flexible remuneration package consists of a basic salary, the Government's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules)

CENTRE: Bloemfontein

REQUIREMENTS: A degree or equivalent qualification (NQF level 7) in Accounting/Auditing or equivalent qualification with Auditing/Accounting as a major subject. Professional designation in accounting and auditing environment. A minimum
of seven years’ experience in an auditing environment. Five years’ experience at MMS level. Extensive knowledge of auditing principles and their application. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Public Service policies and procedures, Public Service Act & Regulations, Understanding of government legislation, knowledge of IPPF, Public Sector Internal Audit Framework and knowledge of applicable governance frameworks. Problem solving and innovation capability. Must possess the following skills: Written and verbal communication-, reporting- and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills and ability to effectively interact with clients.

DUTIES: Supervise and manage the activities of the Internal Audit Directorate. Develop the Internal Audit Charter, strategic and operational plans. Review internal audit activities in line with standards. Provide advice, counsel, and opinions regarding the Department’s efficiency and effectiveness in risk management, internal control, corporate governance and performance management. Ensure compliance with the Institute of Internal Auditors (IIA) standards and best practices within the Internal Audit environment. Provide administrative support to the Audit Committee.

ENQUIRIES: Mr. M A Maqabe Tel No: (051) 403 3481

OTHER POSTS

POST 23/248: DEPUTY DIRECTOR: PROVINCIAL RISK MANAGEMENT REF NO: FSPT: 012/22

SALARY: R744 255. per annum (Level 11) (An all-inclusive salary package) (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE: Bloemfontein

REQUIREMENTS: An appropriate degree or equivalent qualification (NQF Level 7) in the field of Risk Management/Internal Audit/Financial Management or equivalent qualification with Risk Management as a major subject. A minimum of five (5) years relevant experience in the development, implementation and/or monitoring of risk management systems/strategies, risk management services and the management of the risk management services environment of which at least two (2) years should have been in a supervisory position. Knowledge of the PFMA, Treasury Regulations. Public Service Risk Management Framework (PSRMF) and King IV report. Knowledge of the functioning of the provincial government and in possession of a valid driver’s license.

DUTIES: Monitor and enforce compliance and effective implementation of risk management in allocated Departments. Draft Bi-annual Assessment Reports. Facilitate accredited risk management training within the province. Facilitate anti-fraud awareness seminars/conferences and maintain ACFE Corporate Membership for the Province. Provide support to Departments and entities on Risk Management and Risk Management Committee activities. Promote and report on the Key Control Matrix of allocated Departments. Manage resources of the Sub-directorate to ensure the smooth running of the Sub-directorate.

ENQUIRIES: Mr. M A Maqabe Tel No: (051) 403 3481

POST 23/249: DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: FSPT: 013/22

SALARY: R744 255. per annum (Level 11) (An all-inclusive salary package) (This all-inclusive flexible remuneration package consists of a basic salary, the Government’s contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to specific rules).

CENTRE: Bloemfontein

REQUIREMENTS: A relevant degree/advanced diploma (NQF level 7 qualification) in Risk Management/Internal Auditing/Accounting or an equivalent qualification with Risk Management/Internal Auditing/Accounting as a major subject. A minimum of five (5) years’ experience in a risk management or internal auditing environment of which at least three (3) years should have been in a junior management position (Assistant Director level). Knowledge of the Public Finance Management Act, Treasury Regulations, Public Sector Risk Management Framework, King IV. Computer proficiency in Microsoft Office. Must possess the following skills: Written and verbal communication-, reporting
and presentation-, conflict management-, problem solving-, leadership-, managerial-, project management-, financial management-, analytical- and persuasive skills. Ability to effectively interact with clients. A valid driver’s license.

**DUTIES**

Work with senior management to develop the overall enterprise risk management vision, risk management strategy, risk management policy, as well as risk appetite and tolerance levels for approval by the Accounting Officer. Continuously drive risk management processes towards “best practice”. Develop a common risk assessment methodology that is aligned with the Department’s objectives at strategic, tactical and operational levels for approval by the Accounting Officer. Coordinate risk assessments within the Department/Programmes/Directorates on a regular basis. Sensitize management timeously of the need to perform risk assessments for all major changes. Assist management in developing and implementing risk responses for each identified material risk. Participate in the development of the combined assurance plan for the Department, together with the Internal Audit Directorate and Management. Ensure effective information systems exist to facilitate overall risk management improvement within the Department. Compile the necessary reports for the Risk Management Committee, and provide inputs into the development and subsequent review of the fraud prevention strategy, business continuity plans, occupational health, safety and environmental policies, practices and disaster management plans. Manage the Departmental Risk Management Sub-directorate.

**ENQUIRIES**

Mr. M A Maqabe Tel No: (051) 403 3481

**POST 23/250**

**ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT**

**REF NO:** FSPT: 014/22

**SALARY**

R382 245. per annum (Level 9) A basic salary

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A degree or equivalent qualification (NQF level 7), preferably in Supply Chain Management, Law or Commerce. Three years’ experience in asset management and/or related field. Knowledge of applicable national and provincial policies and legislation is required, inclusive of the Municipal Finance Management Act, Preferential Procurement Policy Framework Act (PPPFA) and Regulations, National Treasury circulars and guidelines, Procurement Policy Framework, Treasury Regulations, Provincial Treasury policies, and guidelines; Commercial Law principles/procedures, Contract Law principles/procedures, Public Service Regulatory Framework, Broad Based Black Economic Empowerment Act (BBBEE) and the BEE Code of Good Practice. Computer literate. Valid driver’s license.

**DUTIES**

Monitor and support municipalities on the review of municipal supply chain management policies to promote compliance with the MFMA and all related supply chain management frameworks. Monitor and report on contract management. Monitor and report on supply chain management procurement plans. Monitor and report on irregular expenditure. Monitor and report on the structuring and functionality of Supply Chain Management Units and Bid Committees.

**ENQUIRIES**

Mr. H Leburu Tel No: 079 497 0012 (Office hours only)

**POST 23/251**

**ASSISTANT DIRECTOR: IT INFORMATION SECURITY**

**REF NO:** FSPT: 015/22

**SALARY**

R382 245 per annum.(Level 9) A basic salary

**CENTRE**

Bloemfontein

**REQUIREMENTS**

A relevant degree/advanced diploma (NQF level 7 qualification) in Information Technology, Computer Science, Information Systems or equivalent qualification with certification in either A+, N+ or CCNA. A minimum of three years’ experience in an information technology security environment. Knowledge of ISO/IEC 27002, ITIL, Treasury Regulations, relevant Delegations, Departmental policies and Microsoft Office. Problem solving-, analytical-, management-, communication-, reporting-, and presentation skills. Computer literacy.

**DUTIES**

Develop, publish and maintain Departmental privacy, security plans, policies and guidelines in line with the specifications of the MISS. Identify all possible threats on the system, ensure possible solutions and recommend preventative measures to prevent future threats. Understand potential threats,
vulnerabilities and control techniques and monitor trends with regard to security related issues/activities affecting the Department.

ENQUIRIES : Mr. B J Lekwene Tel No: (051) 405 5031

POST 23/252 : LAN/WAN PRACTITIONER REF NO: FSPT 016/22

SALARY : R261 372 per annum. (Level 7) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A relevant qualification (NQF level 6 or higher) in Information Technology with certification in either A+, N+ or CCNA. A minimum of three years' experience in an information technology environment. Knowledge of the ISO/IEC 27002, ITIL, Treasury Regulations, relevant Delegations, Database Management and Departmental information technology policies. Problem solving-, analytical-, communication-, reporting- and presentation skills. Computer literacy.
DUTIES : Design network layouts to ensure employees can access networks easily and prevent network congestion. Ensure adequate network security. Configure and install ICT critical systems. Monitor and ensure the availability of networks and critical systems. Assist management with the Data Centre and critical information where critical systems are hosted. Monitor and prevent viruses. Assist in managing telecom services to ensure the availability and accessibility of the telecom services. Contribute to the development of ICT policies.

ENQUIRIES : Mr. B J Lekwene Tel No: (051) 405 5031


SALARY : R176 310. per annum.(Level 5) A basic salary
CENTRE : Bloemfontein
REQUIREMENTS : A Grade 12 certificate or equivalent certificate/qualification with typing as a passed subject. A minimum of one (1) year relevant experience. Knowledge of relevant legislation and policies, e.g. the Public Finance Management Act, Treasury Regulations, Public Service Act and Public Service Regulations. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literate in MS Word, Excel and Power Point. Sound organizational skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion. Good grooming and presentation skills. Good verbal and written communication skills.
DUTIES : Provide secretarial/receptionist support services to the Director. Provide a clerical support service to the Director. Render supply chain management support services to the Director. Remain up to date with regard to prescripts/policies and procedures applicable to her/his work terrain to ensure efficient and effective support to the Director.

ENQUIRIES : Mr. M A Machela Tel No: (051) 403 3957
ANNEXURE S

PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION

APPLICATIONS:

**Head Office (HO)**
Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries on the Advert. Districts Ekurhuleni North (EN) Physical Address: 78 Howard Avenue, Munpen Building, Benoni Postal Address: Private Bag X059, Benoni, 1500 Enquiries: Emily Mochela Tel No: (011) 746-8190.

**District Ekurhuleni South (ES):**

**Gauteng East District (GE):**
Physical Address Corner 7th Street and 5th Avenue, 5th Floor Telkom Towers, Postal Address Springs: 1560 Enquiries: Mpho Leotlela Tel No: (011) 736-0717

**District Gauteng North (GN):**
Physical Address: Yorkor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms Mathlodi Moloto Tel No: 012 846 3641

**District Gauteng West (GW):**
Physical Address: Corner Boshoff & Human Street, Krugersdorp Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini Tel No: (011) 660-4581.

**District Johannesburg Central (JC):**
Physical Address: Corner Morola & Chris Hani road Soweto College Pimville Postal Address: P.O. Box 900064, Bertram, 2013 Enquiries: Linda Mabutho: Tel No: (011) 983-2231,

**District Johannesburg North (JN):**
Physical Address: Corner Biccard & Jorrison street FNB Building Braamfontein Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Elizabeth Moloko Tel No: (011) 694 9378,

**District Johannesburg East (JE):**
Physical Address: Sandown High School, 1 North Road, Sandown, Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko Tel No: (011) 666-9109.

**District Johannesburg South (JS):**
Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms Lola Malimagovha: Tel No: (011) 247-5957.

**District Johannesburg West (JW):**
Physical Address: 20 Madelene street FLORIDA Postal Address: P.O. Box 1995, Florida,1709 Enquiries: Lizwe Jafta: Tel No: 011 831 5433,

**District Sedibeng East (SE):**
Physical Address: Corner Joubert & Kruger street SL & M Building Vereening Postal Address: Private Bag X05, Vereening, 1930 Enquiries: Nomathemba Xawuka Tel No: 016 440 1717

**District Sedibeng West (SW):**
Physical Address: Sebokeng College 6 Samuel Street; Zone 18,Sebokeng Postal Address: Private Bag X067, Vanderbijlpark, 1900 Enquiries: Bertha Motshwa Tel No: (016) 594 9193,

**District Tswane North (TN):**
Physical Address: Wonderboom Junction 11 Lavender Street, Pretoria Postal Address: Private Bag X945, Pretoria, 0001 Enquiries Rejoice Manamela Tel No: 012 543 4313.

**District Tswane South (TS):**
Physical Address: President Towers Building, 265 Pretorius Street Pretoria Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Margie van der Walt Tel No: (012) 401 6363/5,

**District Tshwane West (TW):**
Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel No: (012) 725 1451

**Closing Date:**
08 July 2022

**Notes:**
It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.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, duly signed and initialed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialed and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit
certified documents on or before the day of the interview following communication from Human Resources. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for MMS positions will be required to undergo competency assessment and security clearance. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.

**OTHER POSTS**

<table>
<thead>
<tr>
<th>POST 23/254</th>
<th>DEPUTY DIRECTOR: OFFICE MANAGER REF NO: HO2022/06/10</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R744 255 per annum (All-inclusive package)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office, Johannesburg</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/Office Management/ Office Administration/Administrative Management or three-year related qualification plus a minimum of 3 years’ experience in general administration at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within administrative environment. Working knowledge of the relevant Acts, prescripts, regulations, policy practice notes and procedures pertaining to Public Administration, Finance, labour relations, human resource administration. Skills: Strong Organising, Planning, Problem solving, Research and Analytical skills, Strong computer and information systems management, Time management, Conflict management skills. Financial management skills, Project planning / management skills, Good inter-personal relations, verbal and written communication skills. Presentation and policy analysis skills. Self-disciplined and able to work under pressure with minimum supervision. Supervisory skills. Valid Driver’s license.</td>
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<tr>
<td><strong>DUTIES</strong></td>
<td>Undertake policy or line function tasks as required. Execute research, analyse information and compile complex documents for the Chief Director. Source information and compile memoranda as required. Scrutinize submissions / reports; make notes and recommendations to present to the Chief Director. Co-ordinate, follow-up and compile reports of a transverse nature for the Chief Director. Advise / sensitize the Chief Director on reports to be submitted. Be able to track AG Matters, queries and documents between office of the HOD and MEC Compile presentations for the Chief Director. Provide support to the Chief Director. Record minutes / resolutions and communicate / disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; Co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS in the relevant Chief Directorate. Manage Performance Management of staff and general support services in the office of the Chief Director. Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the Office. Ensure the safekeeping of all documentation in the Office and. Manage the engagements of the Chief Director. Manage the resources of the Office of the Chief Director. Determine and collate information with regard to the budget needs of the Office. Keep record of expenditure commitments and monitor expenditure. Monitor and evaluate the performance of the Staff. Overseer responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>Ms Nonkululo Mbatha Tel No: (011) 843 6511</td>
</tr>
</tbody>
</table>
POST 23/ : DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: HO2022/06/11
Directorate: HR Transaction Services (HO) and Transversal Support
Re-advertisement, candidates who applied previously are encouraged to re-apply.

SALARY : R744 255 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate 3-year National Diploma/Degree (NQF Level 6/7) qualification in Information Science, Records Management, Records and Archives Management, Library and Information Studies or three-year related qualification majoring in information and/or records management plus a minimum of 3 years relevant working experience in the archiving of Personnel Records at Junior Management /Middle Management level (Assistant Director/Deputy Director level) within Human Resource environment. Knowledge of National Archives Act, Promotion of Access to information. Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Knowledge of PERSAL will be an added advantage. Skills Description: Good verbal and writing communication Skills, Customer Services, Computer Literacy, Conflict and Problem Solving and ability to work independently. A valid South African driver’s license is essential.

DUTIES : Manage the efficiency of personnel records management system and processes. Manage the development and implementation of records retention and disposal schedules in line with the National Archives Act, Promotion of Access to information. Manage the proper classification of new records and storage thereof. Manage the implementation of Departmental Personnel Records and File Plan. Manage the development of filing system and maintaining administrative, legal and financial requirements. Manage the safety and confidentiality of personnel records. Manage the maintenance of the records office and confidentiality of personnel files. Participate in the development of Records Management Policies, Procedures and Practices. Participate in the development of the departmental Records management and archiving policy, procedures and guidelines such as National Archives Act, Promotion of Access to information. PSBC Regulations, Departmental Records Policy. Supervision of staff and management of resources.

ENQUIRIES : Ms Thea Botha Tel No: 011 843 6577

POST 23/256 : SOCIAL WORKER SUPERVISOR REF NO: HO2022/06/14 (2 POSTS)
Directorate: Performance Management and Development

SALARY : R389 991 per annum
CENTRE : Head Office, Johannesburg

DUTIES : To ensure that a social work services with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Makes provision for counselling to individual employees and to their immediate family members. Identifies personal development needs for individual employees and their family members. Conduct school and home visits, in case of employees who are immobile due to illness or incapacity. Provide first line counselling, crisis intervention and group Trauma debriefing service to affected employees. Develop and implement Employee Health and wellness policies, prescripts, strategies and programmes. Develop and facilitate the implementation of proactive interventions: financial wellness interventions, mental health, GBV & femicide, Substance’s abuse related interventions, Retirement planning interventions and etc, in line with the DPSA integrated EH&W strategic framework in the public service 2018 as amended. Plan, monitor and manage
Wellness programmes according to strategies, policies inline Budgetary guidelines. Mentor and coach district EAP/HIV and AIDS and TB coordinators by conducting presentations as part of implementing new strategies and programmes. Compile and consolidate reports (monthly, quarterly and annual). Provide administrative support to the EH&W unit. To Coordinates and implement effective and efficient EH&W plans and services to all members. Provide support in the development of or revision of EH&W operational Strategies.

ENQUIRIES: Ms Motshedisi Ramohloki Tel No: (011) 843 6656.

**POST 23/257**

**SENIOR ADMIN OFFICER: E-LTSM PROVISIONING REF NO: HO2022/06/15 (2 POSTS)**

Directorate: e-Learning

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/ Degree in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management or a related three-year qualification with minimum of 2 years’ relevant experience. A very good understanding and knowledge of LTSM/ E-Learning procurement processes will be a key advantage. Be familiar with project management and understanding the environment. Knowledge of E-Learning white paper 6 and the GDE E-Learning strategy document. Knowledge of the various Legislative frameworks applicable in the Education sector. Good managerial skills, good interpersonal skills and the ability to handle people in an appropriate manner, organizing ability, computer literacy and typing skills (advanced skills in MS Word, Access and Excel) a requirement. Excellent communication (Verbal and Written) skills. Ability to lead, work in a team as well as individual, ability to work under pressure and meet the deadlines. A valid driver’s license is essential.

**DUTIES**: Provide administration support of the unit. Provide logistical support in the unit. Assist with data related functions for the LTSM processes and procurement. Provide administration support to all projects embarked on within the Directorate. Liaise with schools and districts regarding procurement planning and delivery.

ENQUIRIES: Mr. Andrew Mentor, Tel No: 011 355 1292

**POST 23/258**

**IT SUPPORT TECHNICIANS REF NO: HO2022/06/16**

Directorate: IT and Service Management

**SALARY**: R 321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/ Degree (NQF Level 6/7) in Information Technology /Information Systems/ Computer Science or a related three-year qualification plus a minimum of 2 years’ relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver’s license is essential.

**DUTIES**: Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.

ENQUIRIES: Ms. Eva Motshwaedi, Tel No: (011) 843 6724.
**POST 23/259**: IT SUPPORT TECHNICIANS REF NO: HO2022/06/17 (2 POSTS)
Directorate: IT and Service Management
Sub-Directorate: District Office Support

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Information Technology/Information Systems/Computer Science or a related three-year qualification plus a minimum of 2 years' relevant experience in Information Technology Technical Support environment. ITIL Foundations Certificate/ certified ITIL/MCSE/A+/N+ will be an added advantage. Knowledge of legislative frameworks within the public sector and knowledge of ITIL processes will be an advantage. Client orientation and good customer skills, technical and interpersonal skills. Good Supervisory skills. Good verbal and written communication skills plus report writing. Good problem solving and analytical skills. Ability to work under pressure, take initiative, work with minimum supervision and as part of the team. A valid driver's license is essential.

**DUTIES**: Provide technical and application support across the GDE network. Assist the helpdesk to ensure minimum disruption to network connectivity. Provide second line technical support and maintain LAN/WAN and desktops for all GDE users. Minimize service disruptions by supporting and maintaining day to day operational issues of the District and Head offices to ensure a stable and efficient environment. Attend to user complaints. Administer and support GDE user base. Analyse and monitor the ICT connectivity environment. Manage any virus threats, Manage and maintain Printers in the environment. Advise on technical changes in the ICT environment.

**ENQUIRIES**: Ms. Eva Motshwaedi, Tel No: (011) 843 6724.

**POST 23/260**: IT SERVICE DESK ANALYST REF NO: HO2022/06/18
Directorate: IT and Service Management

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Information Technology/ICT or a related three-year qualification plus a minimum of 2 years or more experience in an IT service desk environment. Knowledge of BMC ITSM service desk tool and ITSM processes. Knowledge of call management and call handling tool. Good IT technical knowledge and call management skills. Excellent Client orientation, interpersonal and customer service skills. Good verbal and written communication skills, ability to work under pressure. Ability to work in a team environment. Knowledge of legislative frameworks within the Public Sector will be an added advantage. A+, N+ and ITIL certificates will be advantageous.

**DUTIES**: Provide first line technical support to all users. Log and acknowledge calls. Regular calls follow-up with users and technicians. Follow up on pending calls. Ensure the adherence of IT policies by users. Attend to user complaints. Minimize service disruptions by operating, supporting, and maintaining day to day operational issues of the Service desk to ensure a stable and efficient environment. Provide office administration support within the business unit. Write reports on service desk Stats on Weekly, Monthly, quarterly and adhoc basis.

**ENQUIRIES**: Ms. Eva Motshwaedi, Tel No: (011) 843 6724.

**POST 23/261**: IT SUPPORT TECHNICIANS REF NO: HO2022/06/19 (10 POSTS)
Directorate: School System Development and Technical Support

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Information Technology or related 3-year related qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and
as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver's license is essential.

**DUTIES**: Support the ICT Schools network by installing and configuring ICT equipment in schools. Advise on technical changes in ICT. Liaise between management and Users. Manage and support IT security threats, Support SA SAMS Applications and other IT related applications in Gauteng schools. Provide first line technical support and maintain LAN/WAN to ensure minimum disruption to network connectivity. Support and maintain day to day operational issues of Institutions.schools to ensure a stable and efficient ICT environment. Attend to user complaints. Report on IT usage from all schools. Administer and support GDE user base. Monitor and manage Principal's email accounts and Microsoft Office 365.

**ENQUIRIES**: Ms. Martha Pule, Tel No: 012 335 1242/1234

**POST 23/262**: APPLICATION ANALYST REF NO: HO2022/06/20

Directorate: IT Systems and Support Services

**SALARY**: R321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/ Degree ( NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum 2 years’ experience as a systems analyst. A professional certificate in Systems analysis/Software Quality Assurance will be an added advantage. Knowledge of RDBMS (Relational Database Management Systems) with SQL Server experience, Strong understanding of Object-Orientated Programming, Significant experience in C# or PHP is Essential, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4/5. An understanding of MVC software architectural pattern, SQL Stored Procedures, XML, JSON and Knowledge working with Web API experience like Google Maps API is an advantage, Server and back-end development experience, Good Understanding of Software Development Life Cycle (SDLC), ability to Interpret the User Requirements Specification (URS), knowledge of quality assurance practices and tools are required.

**DUTIES**: Conduct business requirement analysis; identify user specifications and requirements, compile and document Business Requirement Specification, develop and document business processes. collect and perform maintenance on data as per business requirements, perform maintenance of all developed and existing data requirements, identify gap analysis within the Business Process Model. Coordinate the implementation of operational processes solutions to be applied in the business environment; liaise with relevant stakeholders, facilitate workshops with the subject matter experts and other stakeholders, manage the provision of user and system in line with the demand management escalation process. Provide inputs in the development of information systems governance policies, procedures, and guidelines, record standards, methods, and tools. Conduct user training on system functionality, document applications user manuals, perform and manage high level of unit testing, ability to manage multiple and changing priorities, must have driver's license.

**ENQUIRIES**: Ms. Phindile. Ngobeni Tel No: 011843-6740

**POST 23/263**: SYSTEM DEVELOPER REF NO: HO2022/06/21 (2 POSTS)

Directorate: IT Systems and Support Services

**SALARY**: R 321 543 per annum

**CENTRE**: Head Office, Johannesburg

**REQUIREMENTS**: An appropriate recognized 3-year National Diploma/ Degree ( NQF Level 6/7) in Computer Science / Information Systems / ICT or a related three-year qualification plus a minimum of 2 or more years relevant experience in software development field. Knowledge of RDBMS (Relational Database Management Systems) with experience in SQL Server and SQL Server Reporting Services, Strong understanding of Object-Orientated Programming, Significant experience in C#, Significant experience with JavaScript, HTML5 and CSS3 and Bootstrap3/4, An understanding of MVC software architectural pattern and .Net Core(Web API and MVC Core), SQL Stored Procedures, XML, JSON and Knowledge working with Web API like Google Maps API is an advantage, Knowledge of DevOps and Microsoft Azure environment will be highly advantageous; Server and back-end development experience.
Knowledge of various development platforms and application support; knowledge of legislative framework within the Public Sector; Good written communication, enthusiastic, passionate and can identify with the need to making a difference that will enable greater efficiency in the delivery of Quality Education within the Department.

**DUTIES**
To develop application solutions as specified by the Information Systems, encoding of system applications by converting work-flow information into computer language, develop/design business intelligence dashboards, perform system audits, testing of integrated application systems codes for possible updates/improvements, integration of different platforms in application development, perform system backups, system recovery and upgrades, maintenance and bug-resolution, Help in maintaining development and productions environments, and maintain systems currently housed at the department by performing tasks allocated to them, compile weekly reports.

**ENQUIRIES**
Ms. Phindile Ngobeni Tel No: 011843-6740

**POST 23/264**
SENIOR PROVISIONING ADMIN OFFICER REF NO: HO2022/06/22 (4 POSTS)
Directorate: Auxiliary Services and Fleet Management

**SALARY**
R321 543 per annum

**CENTRE**
Head Office, Johannesburg

**REQUIREMENTS**
An appropriate recognized three-year National Diploma/ Degree (NQF Level 6/7) in Public Administration /Public Management/Logistic Management/ Supply Chain Management/ or a three- year related qualification plus a minimum of 2 years’ experience in Supervisory level in Auxiliary Support Services /provision of Admin Support. Knowledge of PFMA, Supply Chain Management Policies, Knowledge of Public Service Act and Regulations, Occupational Health and Safety, Auxiliary Support Services policies and procedures, Understand the Batho Pele Principles. A valid driver’s license, Supervisory skills, Communication skills (verbal and written), Good interpersonal skills, Problem-solving skills, Organising skills, Report writing skill, Administrative skills; Time Management skills, Analytical skills; Financial Management skills, Computer Literacy (Ms Word, Excel, Outlook, and Power Point and Outlook). Ability to work under pressure and meet deadlines.

**DUTIES**
Provide administrative support to the Business Unit. Render assistance during the compilation of the budgeting, audit, and financial functions, monitoring expenditure and resources. Ensure that goods and services are procured according to the procurement and budget plan of the business Unit. Ensure that the correct item, quantity, and quality are delivered according to the purchase order. Follow up on the status of orders and payments. Ensure the implementation of procurement processes and procedures to prevent deviations. Coordinate and monitor assets in the Business Unit. Compile submissions for procurement of goods and services. Compile correspondence, reports, presentations, and other written material for the Business Unit. Facilitate efficient and effective clean working environment. Liaise with service providers on Waste Management matters and Hygiene Services. Compile monthly reports, Ensure the provision of cleaning material and equipment to all cleaners. Prepare inventory management for cleaning material. Liaise with property owner about the day-to-day maintenance of ablution. Oversee the provision of general assistant work. Monitor and ensure that the function of loading and off-loading furniture to relevant destinations is performed. Monitor and ensure that government vehicles are cleaned. Implement Auxiliary Support policies, guidelines, and procedures. Participate in the development and review of the uniform and protective clothing policy. Ensure Compliance to Occupational Health and Safety Policy that spot check is conducted on a weekly basis. Manage the delivery and storage of goods ordered. Ensure Compliance to Occupational Health and Safety Policy and Procedure within GDE. Ensure that Performance Management System is executed. Allocate and ensure quality of work.

**ENQUIRIES**
Mr Joe Mokhosi Tel No: (011) 355 0761

**POST 23/265**
SENIOR ADMIN OFFICER: GG VEHICLE MANAGEMENT REF NO: HO2022/06/23 (4 POSTS)
Directorate: Auxiliary and Fleet Management

**SALARY**
R321 543 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management/Transport Management/Business Management or a three-year related qualification plus a minimum of 2 years relevant working experience in Transport. Knowledge of Transport policies (GG vehicles). Knowledge of legislative frameworks applicable in the public sector. Good interpersonal skills, communication skills (verbal and written), supervisory skills, Report writing skills, Problem solving skills, Planning and Organising skills and managerial skills. Organising ability. Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in possession of a driver’s licence/manual). Ability to use Fleet Information system (FIS), GG vehicle management system, Financial and risk management. Ability to lead work in a team as well as alone. Ability to work under pressure and meet deadlines.

DUTIES: Supervise and Render Fleet administration services within the Department. Administer the cost-effective utilisation of government-owned fleet, eliminate, and reduce fruitless expenditure (PFMA and Treasury Regulation compliance). Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet vehicles asset register. Ensure that all users of government owned vehicles are inducted on vehicle policies and driver’s skills assessment are conducted before they can be allocated with vehicles. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Execute daily office record keeping. Ensure GG vehicles are sent for maintenance. Ensure License disks are replaced. Submission of monthly expenditure reports related to the mileage and fuel usage. Ensure that capturing of expenditure for GG vehicles takes place monthly. Issue and update trips on the ELS System. Attendance of monthly meetings and provide feedback to the team. Manage the case register and deal with all Risk Elements relating to transport. Coordinate the acquisition of parking facilities. Implement the parking policy. Guide, train and advice staff on all financial implication matters relating to usage of government resources. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Ensure that staff is kept abreast of all new prescripts and policies.

ENQUIRIES: Mr. Robert Mudau Tel No: (011) 843 6898

POST 23/266: SYSTEM ADMINISTRATORS REF NO: HO2022/06/24 (2 POSTS) Directorate: School System Development and Technical Support

REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Information Technology or a related 3-year qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver’s license is essential.


ENQUIRIES: Mr. Sipho Kunene, Tel No: 011 335 1242

POST 23/267: SENIOR STATE ACCOUNTANT REF NO: HO2022/06/25 (6 POSTS) Directorate: Management Accounting

REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Accounting/Economics/Public Finance/Cost and...
Management Accounting or a three-year related qualification plus 1-year experience working in the management accounting environment. Knowledge of Legislative Frameworks (Public Finance Management Act, and Treasury Regulations, Financial Circulars, Basic Accounting System, PERSAL System, Generally Accepted Accounting System, Government budget and expenditure process, Reporting Procedures, Computer literacy, Communication Skills, Interpersonal relations, Problem Solving, Analytical skills, Planning and Organizing, Report Writing and Minutes taking, A valid driver’s license is essential.

DUTIES: Prepare cost centre original budget documents. Populate the districts split budget template. Cost the operational plans. Prepare cash flow projections that correlate with the indicative allocation. Submit the projections to the relevant office. File signed budget copies. Analyze spending patterns for the business unit. Prepare and submit adjustment budget movements. Keep records of adjustment budget documents. Capture the budget on the Basic Accounting System (BAS). Capture adjusted budget on BAS per programme and economic classification. Capture year-end movements on BAS per programme and economic classification. Keep records of single year budget reports. Undertake analysis of expenditure and clearing of misallocations. Analyze expenditure including compilation of Matloto reports. Provide support to Business Units on the amendment of errors identified during the analysis report. Ensure that the process of clearing misallocations is fast-tracked by parking journals within 48 hours. File the expenditure analysis report. Advice and support Business Units on expenditure related matters and reporting. Provide inputs to monthly Expenditure Analysis Report, Matloto Report, and adhoc Reports. Provide inputs during the consolidation of cash flow projections of the department as per PFMA section 40 requirements. Guide and support Business Units on expenditure related matters. Attend to audit and expenditure management queries. Report progress and bottlenecks to the Supervisor and during the Directorate meetings. Verify availability of budget before procurement process. Verify requisition forms for Goods & Services in line with Operation Plan, Cash flow, Procurement Plan and the SCOA allocations. Verify accuracy of allocations on created purchase orders. Check the status of payments and ascertain that service providers are paid. Prepare monthly and year end accruals and commitments for submission.

ENQUIRIES: Ms. Matshidiso Kobe Tel No: (011) 355 0303

POST 23/268: SENIOR ADMINISTRATION OFFICER: ITSM REF NO: HO2022/06/26 (3 POSTS)
Directorate: School IT Service Management


DUTIES: Provide administrative support in the initiating and planning process for ICT projects in schools. Capture all the identified school ICT needs and requirements. Provide assistance in the development of resource plans and timelines to deliver against agreed ICT projects in schools. Provide support to schools in implementing e-learning. Provide support in monitoring stakeholders in compliance with service level agreement (SLA). Provide administrative support for all ICT project activities in schools. Provide ICT equipment to the schools as per the ICT plan. Track project planned requirements during the project execution and ensure that they are in line with ICT strategy. Collate and consolidate project budget reports/ financial information and submit to the Project Manager. Provide end to end administrative support to the schools for day-to-day ICT operations/ activities. Distribute and transfer all school’s allocated ICT Assets to schools. Assist in the collation of a report on the ICT
Asset damages, thefts and security breaches. Check if schools comply with the ICT regulations and policies. Assist schools in maintaining their ICT Asset Inventory. Monitor efficiency of Schools ICT Asset Register. Provide supervision to personnel in the Business Unit. Allocate duties to subordinates. Compile the work plan, performance development plans, job descriptions and performance agreements of staff and ensure that they are assessed in line with the PMDS policy.

ENQUIRIES: Ms. Tshifhiwa Ramaphala Tel No: 011 355 1257

POST 23/269: TECHNICIANS (COMMUNICATION TECHNOLOGY) REF NO: HO2022/06/27 (2 POSTS)
Directorate: School System Development and Technical Support

SALARY: R321 543 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: An appropriate recognized 3-year National Diploma/Degree in Information Technology or a related 3-year qualification with minimum of 2 years or more experience in technical support environment with understanding of network connectivity technologies. Knowledge of Microsoft products and packages. Client orientation, interpersonal skills, good customer skills, good verbal and written communication, problem solving skills, analytical skills and Ability to work under pressure, work with minimum supervision and as part of the team. Knowledge of IT Policies and Governance. Project Management will be added advantage. A valid driver’s license is essential.

DUTIES: To manage and constantly monitor the continuous functioning of the LAN and WAN connectivity. Troubleshooting monitoring WAN and LAN connectivity and ensure 80% uptime and functionality. Smart Classroom Devices Connectivity, APN / Broadband Connectivity, Wi-Fi connectivity. Tracked and monitored network connectivity incidents and escalations within 16 working hours. Incident Management and Monitoring. Antivirus & Windows Patch Management. Hardware and Software Support. ICT Asset and Management of ICT schools.

ENQUIRIES: Mr. Sipho Kunene, Tel No: 011 335 1242

POST 23/270: SENIOR PROVISIONING ADMIN OFFICER (3 POSTS)
Sub-directorate: Finance and Administration
Unit: Provisioning and Administration for Institutions

SALARY: R321 543 per annum
CENTRE: Johannesburg West District Ref No: JW2022/06/29
Johannesburg East District Ref No: JE2022/06/31
Gauteng North District Ref No: GN2022/06/61

REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Financial Accounting/Accounting/Management Accounting or a related three-year qualification plus a minimum of 2 years’ relevant experience in a finance environment. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of Public Service Act and Regulations. Knowledge of BAS, PERSAL and SAP. Public procurement procedures and financial related policies. Computer literacy, Good verbal and written communication skills Planning and organization and Good interpersonal relations. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: Participate in conducting monitoring of financial administration and financial governance. Participate in conducting planned visits and regular inspections to ensure compliance to Financial Regulation and Supply Chain regulations. Prepare a report on identified issues as per school visits. Monitor expenditure against budget allocated to schools. Facilitate Financial Management and Procurement procedures and policies to schools. Provide support in all section 21 and Partial Section 21 Schools municipal accounts. Receive invoices from municipalities/Head Office for Non-S21 schools. Liaise with schools regarding budget spending in terms of Section 21 function. Log and attend to all municipal related queries. Monitor payments made by Head Office. Verify the completeness of the ageing analysis. Reconcile age analysis against the invoices to confirm if all payments have been allocated. Prepare goods received voucher (RLSO2) and electronic schedule for payment. Prepare expenditure report. Process School Fee Exemption applications. Ensure compliance in terms of process of school fee exemption as required by the
norms and standards of school funding and the gazette. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Verify and reconcile the number of fee school application submitted or not submitted or declined the applications. Supervise human resources /staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES:
- Mr Lizwe Jafita Tel No: 011 831 5433 (JW)
- Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
- Ms Matlhodi Moloto Tel No: 012 846 3641 (GN)

POST 23/271:
**SENIOR STATE ACCOUNTANTS (4 POSTS)**
Sub Directorate: Finance & Administration
Unit: Finance Management

**SALARY**:
R321 543 per annum

**CENTRE**:
- Johannesburg South District Ref No: JS2022/06/32
- Sedibeng East District Ref No: SE2022/06/33
- Johannesburg East District Ref No: JE2022/06/34
- Tshwane South District Ref No: TS2022/06/70

**REQUIREMENTS**:
An appropriate recognized 3-year National Diploma/Degree (NQF Level 6/7) in Financial Management/Accounting/Economics/Public Finance/Cost and Management Accounting or related three-year qualification plus a minimum of 2 years’ experience working in Finance working environment. Proven Computer Literacy training and extensive experience in Microsoft Excel, Microsoft Word and Power Point. Practical experience in Government systems (BAS, SAP and PERSAL) and knowledge and application of financial prescripts Public Finance Management Act (PFMA) Treasury Regulations, SCOA as well as Supply Chain processes. Good communication and supervisory skills. Report writing skills. Applicant must be in a possession of a South African valid driver’s license.

**DUTIES**:
Receive Budget Allocation letter for the financial year in respect of the district, per unit from Head office. Plan and commit all running costs (as well as accruals, where necessary) on cash flow spread sheets for various District units. Liaise with Budget Managers and capture intended expenditure as projections per Item for procurement in accordance with their Operational and Procurement Plans and provide them with copies of their Cash flow spread sheets. Capture District budget on BAS per amount and in accordance with the relevant SCOA codes. Receive RLS 01’s from various units and check fund availability as well as per relevant SCOA codes. Capture amounts as commitments and process documentation via the correct Supply Chain processes. Ensure all RLS 01’s are received from respective units within the set time-frames by constantly liaising with Budget Managers. Supply Budget Managers with monthly expenditure reports. Compiling and linking of In Year Monitoring (IYM) templates in accordance with Cash flow spread sheets. Obtain various BAS reports and capture all expenditure on the IYM report. Reconcile running costs interfaces on BAS, identify mis allocations as well as allocations that need to be adjusted to where budget is available and pass journals accordingly. Obtain Persal reports in order to reconcile and correctly identify allocations in terms of fuel claims etc. Apply mid-year and year-end adjustments/requirements as per financial prescripts, where necessary. Update Cash flow spread sheets as well as IYM templates/reports with formulas and links from time to time when necessary and when SCOA Item codes change. Compile quarterly reports on progress/challenges within the unit. Contracting, monitoring and quarterly evaluation as well as supervising and managing of staff.

ENQUIRIES:
- Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
- Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)
- Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
- Mr Thabiso Mphosi Tel No: 012 401 6434 (TS)

POST 23/272:
**CHIEF PERSONNEL OFFICER: HUMAN RESOURCE PROVISIONING (6 POSTS)**
Sub Directorate: Transversal Human Resource Services
SALARY: R321 543 per annum
CENTRE: Johannesburg South District Ref No: JS2022/06/35
Sedibeng West District Ref No: SW2022/06/36
Johannesburg East District Ref No: JE2022/06/37 (2 Posts)
Johannesburg North District Ref No: JN2022/06/38 (2 Posts)


DUTIES: Implement post establishment for the district and schools. Receive and verify post establishment for LSEN schools and ordinary schools. Receive and verify post establishment for extraordinary posts. Distribute post establishments to all stakeholders. Monitor the utilization of all posts as per allocated post establishment and provide report. Identify vacant posts for the District Office and schools. Update and maintain post establishment for the district and schools. Coordinate the movement of staff for the district and schools. Prepare and obtain approval for the placement of personnel i.e. additional and Funza Lushaka. Prepare and obtain approval for the absorption of temporary staff. Identify educators on access post and submit a list to heads. Facilitate and issue placement letters for access educators. Coordinate the publication of vacancy lists. Receive post establishment from Head Office. Distribute post establishment to schools. Receive GDE79 to advertise vacant posts. Compile a list of all vacant posts and forward to Head Office. Receive vacancy list from Head office distribute. Coordinate response handling and recruitment and selection for the District. Prepare and obtain approval to advertise and to fill the identified vacant posts. Notify line managers of vacancies within their respective units. Receive and verify GDE79 / HR1 to Head Office for publication. Receive and distribute vacancy list within the District (including schools). Facilitate the shortlisting process. Arrange interviews and provide technical advice during interviews. Draft and obtain approval for the appointment of the successful candidate. Provide administrative support services for the Unit. File documentation in the office. Respond to enquiries receives from internal and external stakeholders. Draft and submit monthly reports.

ENQUIRIES: Ms Lola Malimagovha Tel No: 011 247 5947 (JS)
Ms Bertha Mlotshwa Tel No: 016 594 9207 (SW)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Ms Nelisiwe MashaziTel No: 011 694 9321(JN)

POST 23/273: CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICE REF NO: TS2022/06/39
Sub Directorate: Transversal Human Resource Services

SALARY: R321 543 per annum
CENTRE: Tshwane South District

REQUIREMENTS: An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: To Provide the administration of conditions of service and employee benefits and ensure provision of all personnel administration services on Persal. Facilitate the processing of homeowner’s allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity,
overtime, acting allowance and salary administration. Ensure the implementation of termination transactions on Persal and current and update records on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey arrears are well managed. Ensure effective, efficient supervision of staff. Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES : Mr Thabiso Mphosi Tel No: 012 401 6434 (TS)
POST 23/274 : SENIOR ADMIN OFFICER (5 POSTS)
Sub Directorate: Information Systems and Strategic Planning
SALARY : R321 543 per annum
CENTRE : Tshwane West District Ref No: TW2022/06/40
Tshwane North District Ref No: TN2022/06/41
Sedibeng West District Ref No: SW2022/06/42
Ekurhuleni South District Ref No: Es2022/06/43
Johannesburg East District Ref No: JE2022/06 /44
REQUIREMENTS : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Information Systems, Computer Science, Finance Information Systems or a relevant three-year qualification, plus a minimum of 2 years relevant experience in an Administrative Officer role. Knowledge of relevant prescribed Act, regulations and policies within Government. Computer Literacy, good telephone etiquette, sound organizational skills, verbal and non-verbal communication skills.
DUTIES : Co-ordinate and control data information systems and processes. Ensure that quality of information is collected using the correct systems and processes e.g. SASAMS/Data Quality Assurance Utility, Valistractor and Data Driven Dashboard Application. Capture and maintain district information database. Analyze, verify, interpret, and present data to internal and external clients through data surveys. Provide and maintain effective document management systems. Assist in designing form to collect and store data for future use. Ensure that document storage, archiving, back-up and recovery procedures are functioning correctly. Monitor and review data collection methods, systems and processes to enhance service delivery. Consolidate information and compile data report for the consumption of all relevant stakeholders. Maintain and distribute documents/packages to various stakeholders as requested. Provide feedback information through both summary and comprehensive reports. Comply with policies, prescripts and other processes and procedures within the Business Unit. Maintain compliance to policies, prescripts and procedures pertaining to data management. Keep abreast new policies and other regulatory requirements such as POPI Act. Render general office administration services. Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics and handle routine enquires. Keep and maintain the filing system for the district. Keep and maintain the incoming and outgoing data of the schools within the district. Supervision and training of staff. Manage and communicate with staff. Allocate and monitor duties to subordinates.
ENQUIRIES : Ms Priscilla Ravele Tel No: 012 725 1451 (TW)
Ms Rejoyce Manamela Tel No: 012 543 4313 (TN)
Ms Bertha Mlotshwa Tel N0: 016 594 9207 (SW)
Mr Xolani Kheswa Tel No: 011 389 6062 (ES)
Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
POST 23/275 : SENIOR ADMIN OFFICER (3 POSTS)
Sub Directorate: Examination Administration
SALARY : R321 543 per annum
CENTRE : Johannesburg Central District Ref No: JC2022/06/45
REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Public Administration/Public Management or related three-year qualification plus a minimum of 2 years' relevant experience within examination or assessment environment. Knowledge of Public Service Act and Regulations, PFMA, SASA Labour Relations Act and Knowledge of Gazette 31337 as amended. Knowledge of relevant legislation pertaining to Exams and Assessments Processes, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Conflict Management skills, Report writing skills, Good Interpersonal relations, Problem Solving, Supervisory Skills, Facilitation and Presentation skills. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: Supervise and render administration support to the centre & learner registrations in the District Office. Provide administration support in the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Administer concessions for all Schools during assessment/examinations period. Verify and clear immigrant candidates on the Integrated Examination Computer System (IECS). Quality assures registration data on the IECS to minimize technical irregularities. Participate in establishing readiness of centers to conduct the examinations. Participate in the compilation of examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Participate in the drafting of the strong-room policy for the Unit. Sample and submit Scripts for pre-marking purposes. Quality assure Scripts and ensure that they are scanned, packaged and distributed to Marking Venues. Provide evidence regarding the aforementioned processes and systems are in place to be readily available for the Head Office, Department of Basic Education (DBE) and Umalusi visits on readiness process. Provide Administration Support in the conduct of Examinations.

ENQUIRIES: Mr Linda Mabutho Tel No: 012 725 1451 (JC)  
 Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)  
 Ms Lola Malimagovha Tel No: 011 247 5947 (JS)

POST 23/276: SENIOR PROVISIONING ADMIN OFFICER REF NO: SE2022/06/49
Sub Directorate: Finance and Administration
Unit: Office Service Pool


DUTIES: Coordinate procurement of goods and services for the district, Serve as a link between end-user, buyer and suppliers. Compile the annual procurement plan for the district. Check the correctness of all RLS01's and compare them to the Procurement Demand Plan derived from the Budget breakdown and on Asset Demand Plan. Minimize discrepancy on the requisitions. Ensure monitoring and compliance regarding SCM, Procurement Processes are followed to the latter, correct material number is created, allocated and captured. Verify the correctness and accuracy of the shopping carts according to the RLS01’s and release on SRM. Manage Supply Chain Management processes and deviations. Ensure the correctness of the specifications to compile a request for quotations from suppliers are registered on the vendor database with valid CSD (central supplier database) documentations. Confirm that Buyer do not exceed our District Budget. Guarantee that End-users receive Goods and Service that meet their specifications. Follow up on all shopping carts until purchase orders are created and deliveries are made on time, implementation.
of SCM processes and procedures to prevent deviations. Handle and coordinate the expediting of internal and external queries with regards to Procurement. Ensure the delivery of Goods and services according to approved purchase orders. Ensure that the good, received vouchers (GRV) are completed, signed-off and submitted for payments. Supervise staff Allocate and ensure quality of work. Assess staff performance. Manage staff leave.

ENQUIRIES: Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)

POST 23/277: CHIEF PERSONNEL OFFICER: HRD (2 POSTS)
Sub Directorate: Transversal HR Services
Unit: HRD and Performance Management

SALARY: R321 543 per annum
CENTRE: Johannesburg West District Ref No: JW2022/06/50
Ekurhuleni South District Ref No: ES2022/06/52s

REQUIREMENTS: An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Human Resource Development or a related three-year qualification plus a minimum of 2 years’ relevant experience in the HR working environment. Practical experience of PERSAL. Knowledge of HR prescripts, procedures and legislative frameworks applicable to the public service. Leadership, management and conflict resolutions skills. Knowledge of National skills Development Act and National Development Strategy. Communication skills (written & verbal), organizational and interpersonal. Supervisory skills, Computer literacy and ability to work under pressure. Applicant must be in a possession of a South African valid driver’s license.

DUTIES: The successful candidate will be responsible for providing an effective Performance Management service in the Department. This would include providing advice on Human Resources Development (HRD) matters; conduct needs analysis and skills audit; organize and co-ordinate training and needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Submit an approved WSP/ATR for the department. Administer internal bursaries, develop and revise policies, implement learnerships, internship and experiential learning programmes, compile and submit various reports to management stakeholders.

ENQUIRIES: Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Mr Xolani Kheswa Tel No: 011 389 6062 (ES)

POST 23/278: SENIOR PERSONNEL PRACTITIONER (2 POSTS)
Sub Directorate: Dispute Management

SALARY: R321 543 per annum
CENTRE: Johannesburg West District Ref No: JW2022/06/53
Tshwane West District Ref No: TW2022/06/54.


DUTIES: Implement and solve disciplinary enquiries or cases. Investigate cases of misconduct and support investigation reports. Represent the Department during formal disciplinary hearings. Provide advice on informal disciplinary hearings. Train managers on disciplinary process. Ensure the implementation of disciplinary sanctions. Facilitate the resolution Grievances. Investigation of grievances. Facilitate the process of resolving grievances reported to the district as well as ensuring sound employment relations. Assist and advise line managers in resolving staff grievances. Monitor the resolution of grievances. Facilitate the resolution of Disputes. Investigate disputes lodged with bargaining Councils. Generate submission for the settlement of dispute. Represent the employer at dispute resolution forum, eg CCMA, GPSSBC, and ELRC. Ensure the implementation of the awards. Provide training and
advocacy on Labour Relations matters within the district. Coordinate training/workshops for the districts. Maintain labour peace within the organization. Provide advise on Labour Relations matters.

ENQUIRIES
Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
Ms Priscilla Ravele Tel No: 012 725 1451 (TW)

POST 23/279
CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: HO2022/06/55.
Directorate: HRTS

SALARY
R321 543 per annum

CENTRE
Head Office: Johannesburg

REQUIREMENTS
An appropriate three-year National Diploma/Degree (NQF Level 6/7) in Human Resource Management / Public Administration / Industrial Psychology or related three-year qualification (Majoring with HR/Personnel Management) plus a minimum of 2 years relevant experience as a Personnel Officer in the HR working environment. Knowledge of PERSAL, BAS and SAP Knowledge of CORE, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours during audit process. Applicant must be in a possession of a South African valid driver's license.

DUTIES
To Provide the administration of conditions of service and employee benefits. Ensure provision of all personnel administration services on Persal for SMS and MMS members. Facilitate the processing of homeowner's allowance, resettlement, relocation overtime, transfers, debt management, qualifications bonus, acting allowance, medical aid, long services, pension benefits, payment of leave gratuity, overtime, acting allowance and salary administration for SMS and MMS members. Ensure the implementation of termination transactions on Persal and current and update records on Persal SMS and MMS members. Support the implementation of termination transactions on Persal and ensure current and update records on Persal SMS and MMS members. Advice GDF on debt not captured on Persal and ensure that PILIR register is submitted prior to the processing of termination. Train Office/District based employees on the completion of documents and the termination policy for the following resignation, contract expiry, retirement, death, misconduct, ill retirement and early retirement, severance package and exit interviews as well as structuring of packages for SMS and MMS members. Ensure correct reporting lines as well as appointment of SMS and MMS members on ESS. Provide a Human resource advisory on conditions of services to all departmental personnel and compile monthly statistical reports and management reports. Conduct research on condition of services and ensure that grey areas are well managed. Ensure monthly and weekly reports are compiled and submitted on time. Ensure follow up and engagements with stakeholders on transactions implemented and documents submitted. Ensure the correctness of calculations and submissions. Ensure effective, efficient supervision of staff Conduct performance reviews and ensure that these are submitted to the Performance Management and Development unit timeously.

ENQUIRIES
Ms Jabulile Mchunu Tel No: 011 843 6883

POST 23/280
SENIOR ADMIN OFFICER: TRANSPORT (3 POSTS)
Sub Directorate: Finance and Administration
Unit: Office Service Pool

SALARY
R321 543 per annum

CENTRE
Gauteng East District Ref No: GE2022/06/56
Johannesburg South District Ref No: JS2022/06/57
Johannesburg West District Ref No: JW2022/06/58

REQUIREMENTS
Report writing, interpersonal and problem-solving skills. A valid driver’s license is essential.

**DUTIES**: Supervise, Render g-Fleet and subsidized vehicles administration services within the Department. Verify the submission of log sheets at the end of the month. Administer the cost-effective utilization of government-owned fleet and subsidized vehicles, eliminate and reduce fruitless expenditure. Supervise the issuing of g-Fleet vehicles in GDE. Validate the g-Fleet and subsidized vehicles asset register. Facilitate the requisition of vehicles for special project e.g. Exams from g-Fleet during exam time. Liaise with the line management with regard to all relevant matters pertaining to Fleet Management. Prepare monthly/quarterly reports g-Fleet vehicles and subsidized vehicles. Prepare and distribute relevant documents for the Subsidized Motor Transport Advisory Committee. Implement decisions taken at the Subsidized Vehicle Advisory Committee meetings. Verify vehicle fuel claims and other related payments to Service Providers within prescribed timeframes and procurement policies. Facilitate the requisition of subsidized vehicles. Implement transport policy within GDE. Provide inputs on the development of transport internal control policies for GDE. Administer the g-Fleet vehicles in accordance with Transport Circular No. 4 2000. Ensure that requests and approvals of g-Fleet vehicles are in accordance with procedures as stipulated in the Administer the Subsidized Motor Vehicles in accordance with Transport Circular No. 5 of 2003. Ensure that requests and approvals of Subsidized Motor Vehicles are in accordance with procedures as stipulated in the Transport Circular No. 5 of 2003. Administer g-Fleet vehicles and Subsidized Motor Vehicles in line with the relevant transport guidelines or policies. Ensure that the procurement of g-Fleet vehicles within GDE is in line with the Transport Circular No. 4 of 2000 and Service Level Agreement. Ensure that the procurement of Subsidized Motor Vehicles within GDE is in line with the Transport Circular No. 5 of 2003. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official travel costs. Administer g-Fleet Vehicles accident, Damaged, stolen and loss of vehicle within the GDE. Provide guidance with reporting of accident/damaged/stolen vehicles within the GDE. Ensure that misuse and abuse of g-Fleet vehicles are investigated. Ensure that all users of government owned vehicles are assessed on their driving skills before they can be issued with the vehicle. Ensure that all users of government owned vehicles and subsidized vehicles are inducted on vehicle policies. Conduct preliminary investigation on fraudulent claims. Allocate parking space within GDE. Coordinate the acquisition of parking facilities. Implement the parking policy. Provide advice in all Parking related matters. Supervise Staff. Compile and submit work plan, performance development plan, and job description and performance agreements of staff. Prepare submissions, letters and internal memorandums.

**ENQUIRIES**: Mr Mpho Leotlela Tel No: 011 736 0717 (GE)  
Ms Lola Malimagovha Tel No: 011 247 5947 (JS)  
Mr Lizwe Jafta Tel No: 011 831 5433(JW)

**POST 23/281** : SENIOR ADMIN OFFICER (3 POSTS)  
Sub Directorate: Finance and Administration  
Unit: Office Service Pool

**SALARY** : R321 543 per annum

**CENTRE** : Johannesburg East District Ref No: JE2022/06/59  
Gauteng West District Ref No: GW2022/06/60  
Johannesburg West District Ref No: JW2022/06/48

**REQUIREMENTS** : An appropriate three- year National Diploma/Degree (NQF Level 6/7) in Public Administration/ Public Management/ Office Management/ Office Administration/ Administrative Management/ Records and Archives Management or a related three – year qualification plus a minimum of 2 years’ relevant experience in administration/ Auxiliary or office pool Support services/Records management/ Asset management/and supply chain management. Applicant must have knowledge of Public Service Act and Regulations, Batho Pele principles, and archive policies. Knowledge of file plan, Computer Literacy, Communication, Interpersonal Relations, Problem Solving, Presentation, Analytical, Planning and Organizing, People Management, Supervisory, Report Writing and Minutes Taking Skills. Applicant must be in a possession of a South African valid driver’s license.
DUTIES: Monitor and ensure that security personnel adhere to public safety protocols as well as safe keeping of assets. Provide switchboard and telephone support services. Ensure that typists/data capturing services are provided to the District and Teacher Center. Ensure proper maintenance of the District Office and Teacher Center. Liaise with the property Owner and Head Office with the regard to the maintenance of the building. Ensure that hygiene services are provided according to the service level agreement. Ensure that deliveries to district office are received and distributed to schools and Officials accordingly. Ensure that duplication (Photocopier) services are rendered. Ensure proper implementation of the file plan. Ensure that the electronic mail system is properly implemented and utilized. Ensure that records of all files, correspondences and Registers are maintained. Ensure that the tracking files and correspondence are maintained. Ensure that all registry processes and functions are followed (Scanning and filling of documents, Condition of documents, registry counter Services, incoming and outgoing correspondence, opening and closing of files, archiving and disposal of documents). Implement and ensure registry policy compliance. Monitor the franking machine, readings and coordinate the payments thereof. Facilitate efficient and effective clean working environment. Ensure that cleaning materials and equipment's are provided to all cleaners. Supervise staff. Allocate and ensure quality of work and Manage staff leave.

ENQUIRIES: Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
Mr Lizwe Jafta Tel No: 011 831 5433(JW)

POST 23/282: PRINCIPAL PERSONNEL OFFICER: POLICY AND PROCEDURE ON INCAPACITY LEAVE AND ILL-HEALTH RETIREMENT (PILIR) REF NO: HO2022/06/62
Directorate: HRTS

SALARY: R261 372 per annum
CENTRE: Head Office, Johannesburg

REQUIREMENTS: Grade 12 plus a minimum of 3-5 years relevant experience in an HR working environment. Must have knowledge of Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR) and PERSAL. Knowledge of Public Service Act 1994 and employment of educators Act of 1998, Regulations, Collective Agreements and all relevant legislation, policies, and procedures within Human Resource in the public sector. Computer literacy in MS Excel, MS Word, MS Access and MS Outlook and. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational and Supervisory skills. Ability to work under pressure and long hours. A valid driver’s license is essential.

DUTIES: Ensure the effective and efficient management of PILIR. Oversee and management of level 5 employees (PMDS, leave, conflict, resources; etc. and their day-to-day functions. Monitor and update the tracking grid. Provide support to the Districts and Head Office. Visit to the clients and District offices to provide support. Must be able to facilitate PILIR training. Must be able to take minutes. Quality assure all PILIR applications/outcome letters. Compile weekly, monthly, quarterly, and annual reports with strict adherence to time frames. Generate submissions/memo. Must attend to all PILIR queries. Participate in the development and review of departmental PILIR (policy on leave for ill-health retirement) policy, guidelines, strategies, and procedures and implement thereof. Conduct desktop research on Human Resource best practices. Analyse departmental PILIR policy, guidelines, strategy and Human Resource procedure manuals to identify gaps. Coordinate the approval of PILIR guidelines and strategy in consulting with relevant stakeholders. Monitor compliance on PILIR process and procedures in line with relevant stakeholders. Create awareness on PILIR procedures by conducting workshop, interpreting and explaining the PILIR policies and procedures to the Department personnel. Provide support with the implementation of PILIR transaction on Persal. Receive and verify required supporting documents of independent medical assessment from a sick employee. Update PILIR tracking grid for their respective cluster/office participate in the implementation of effective and efficient administrative systems and procedures within the Directorate.

ENQUIRIES: Mr VE Netshithuthuni: Tel No: 011 843 6865
### POST 23/283: PRINCIPAL PERSONNEL OFFICER: CONDITIONS OF SERVICE (4 POSTS)

Sub Directorate: Transversal Human Resource Services

**SALARY**: R261 372 per annum

**CENTRE**:
- Sedibeng West District: Ref No: SW2022/06/63
- Johannesburg North District: Ref No: JN2022/06/64
- Johannesburg East District: Ref No: JE2022/06/65
- Johannesburg West District: Ref No: JW2022/06/66

**REQUIREMENTS**:
- Grade 12 certificates plus a minimum of 3-5 years' relevant experience in the HR working environment. Experience should include conditions of service, appointments, terminations, leave, Pillar, IOD and salary adjustments.
- Knowledge and understanding of Human Resource Management policies, procedures, regulations, current legislations peculiar to education and public service. Excellent communication (verbal and written) and interpersonal skills.
- Ability to work under pressure, use of PERSAL and to provide advisory support to business units. Computer literacy in MS Excel, MS Word MS Access and MS outlook. Applicant must be in possession of a South African valid driver's license.

**DUTIES**:
- Coordinate the provision of all personnel administration services on Persal.
- Support implementation of appointments of PERSAL. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration.
- Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/ client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

**ENQUIRIES**:
- Ms B Mlotshwa Tel No: 016 594 9207 (SW)
- Ms N Mashazi Tel No: 011 694 9321 (JN)
- Ms Elizabeth Moloko Tel No: 011 666 9109 (JE)
- Mr Lizwe Jafta Tel No: 011 831 5433 (JW)

### POST 23/284: CHIEF REGISTRY CLERK REF NO: JW2022/06/67

Sub Directorate: Auxiliary Services

**Unit**: Office Service Pool

**SALARY**: R261 372 per annum

**CENTRE**: Johannesburg West District

**REQUIREMENTS**:
- Grade 12 plus a minimum of 3 -5 years relevant experience in Registry. A relevant tertiary qualification will be an added advantage. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and MS Office software. A valid South African driver’s license is an added advantage.

**DUTIES**:
- Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe
custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433

POST 23/285 : CHIEF ADMIN CLERK REF NO: JW2022/06/68
Sub Directorate: Education Support

SALARY : R261 372 per annum
CENTRE : Johannesburg West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES : Supervise and render general office 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 basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433

POST 23/286 : CHIEF ADMIN CLERK REF NO: GW2022/06/69
Sub-Directorate: Curriculum Management and Delivery

SALARY : R261 372 per annum
CENTRE : Gauteng West District
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES : Supervise and render general office 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 basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide financial administration support services in the component.
Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and assess staff performance.

ENQUIRIES : Ms Louisa Dhlamini Tel No: 011 660 4581

POST 23/287 : CHIEF ADMIN CLERK (3 POSTS)
Sub-Directorate: Transversal Human Resources Services

SALARY : R261 372 per annum
CENTRE : Gauteng North District: Ref No: GN2022/06/71
Gauteng West District: Ref No: GW2022/06/72
Sedibeng East District: Ref No: SE2022/06/73

REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES : Supervise and render general office 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 basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise 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. Supervise human resources/staff. Allocate and ensure quality of work and assess staff performance.

ENQUIRIES : Ms Matlhodi Moloto Tel No: 012 846 3641 (GN)
Ms Louisa Dhlamini Tel No: 011 660 4581 (GW)
Ms Nomathemba Xawuka Tel No: 016 440 1717 (SE)

POST 23/288 : CHIEF ADMIN CLERK REF NO: TN2022/06/74
Sub-Directorate: Head of the District (Office of the Director)

SALARY : R261 372 per annum
CENTRE : Tshwane North District

REQUIREMENTS : Grade 12 plus a minimum of 3-5 years’ relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES : Supervise and render general office 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 basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise 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. Supervise human resources/staff. Allocate and ensure quality of work and assess staff performance.
administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Ms Rejoice Manamela Tel No: 012 543 4313

POST 23/289 : CHIEF ADMIN CLERK: AUXILIARY SERVICES (2 POSTS)
Sub Directorate: Finance & Administration
Unit: Office Service Pool

SALARY : R261 372 per annum
CENTRE : Johannesburg West District: Ref No: JW2022/06/75
          Tshwane West District: Ref No: TW2022/06/76

REQUIREMENTS : Grade 12 certificates plus a minimum of 3-5 years’ relevant experience in Administrative Support and Clerical Support. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of BAS and LOGIS. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver’s license.

DUTIES : Supervise and render general office 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 basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to. Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES : Mr Lizwe Jafta Tel No: 011 831 5433 (JW)
            Ms Priscilla Ravele Tel No: 012 725 1451 (TW)

POST 23/290 : CHIEF REGISTRY CLERK (2 POSTS)
Sub Directorate: Transversal Human Resources Services

SALARY : R261 372 per annum
CENTRE : Gauteng North District: Ref No: GN2022/06/77
          Tshwane North District: Ref No: TN2022/06/78

REQUIREMENTS : Grade 12 with minimum of 3 years relevant registry support experience in a Human Resource Registry. Knowledge and understanding of Record Management and Archive policies, procedures, regulations. Excellent communication (verbal and written) and interpersonal skills. Security consciousness/awareness. Ability to work under pressure, use of PERSAL and Ms Office software. A valid South African driver’s license is an added advantage.

DUTIES : Supervise subordinates and registry activities in the unit. Supervise the maintenance of filing plans according to regulatory framework. Supervise and provide registry counter services. Handle incoming and outgoing correspondence. Control receipt, opening and maintenance of files and documents. Update and maintain records management and documents classification systems. Maintain safe custody and protection of files and records. Identify files and records for archiving. Allocate file reference numbers. Provide advice and guidance to Registry Clerks on the day-to-day functions of
the Registry. Maintain various control registers. Responsible for the administration and supervision of all registry procedures. Supervise performance management and training of subordinate(s).

ENQUIRIES: Ms Mathodi Moloto Tel No: 012 846 3641 (GN)
Ms Rejoice Manamela Tel No: 012 543 4313 (TN)

POST 23/291: CHIEF ADMINISTRATION CLERK: STAKEHOLDER MANAGEMENT REF NO: HO2022/06/80
Directorate: Internal Corporate Management

SALARY: R261 372 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: Grade 12 plus a minimum of 3-5 years relevant experience in Government Communication. A qualification in Public Relations/Marketing/Communication will be an added advantage. Clear knowledge and application of the Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of digital communication. Computer Literacy, planning and organizing, verbal and written communication skills, supervisory skills and coping with Pressure. A valid driver's license

DUTIES: Render general office support services in the office of the Director. Record, organise, store, capture and retrieve correspondence and data. Keep and maintain the digital filing system for the component. Work with confidential documents and ensure safe keeping. Type basic letters and/or other correspondence when required. Assist with coordinating stakeholder events. Research new ways to engage different stakeholders. Handle routine enquiries from stakeholders. Distribute documents/packages to various stakeholders as required. Keep and maintain the asset register for the component. Supervise human resources/staff. Allocate and ensure quality of work and Assess staff performance.

ENQUIRIES: Ms Brenda Mabaso: Tel No: 011 355 0201

POST 23/292: PRINCIPAL PERSONNEL OFFICER: HR INFORMATION AND POST PROVISIONING REF NO: HO2022/06/81
Directorate: Organisational Development

SALARY: R261 372 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: Grade 12 plus a minimum of 3-5 years relevant experience as a Personnel Officer in the HR working environment. Knowledge of Public Service Act and Regulations, Employment of Educators and Employment Equity Acts, South African Schools Act, PPN Model, ELRC Resolutions. Good communication skills (Verbal and Written), Computer Literacy, Time Management, Planning and Organizing, Emotional Intelligence.

DUTIES: Collate HR Data requested by the line functions. Analyse data specification in line with the request. Complete required input documents to facilitate data entry of information in standard format. Capture data, update, and maintain the source documents used in collation of data. Authenticate and distribute post establishment data and other relevant documents to stakeholders. Provide accurate HR information to employees and managers. Prepare statistical data and dashboards to support the reporting requirements of the unit. Assist in the preparation and typing of reports and make recommendations regarding improving efficiency. Monitor Persal implementation of growth posts, grading levels and post establishment. Investigate, develop and implement work practices and procedures that further enhance the efficiency of the unit. Process documents for archiving and completing all processing steps in accordance with established procedures. Create and maintain tracking systems relevant to incoming work.

ENQUIRIES: Ms Mpho Diseko: Tel No: 011 843 6514

POST 23/293: PRINCIPAL PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION SERVICES REF NO: HO2022/06/82
Directorate: HRTS

SALARY: R261 372 per annum
CENTRE: Head Office, Johannesburg
REQUIREMENTS: Grade 12 plus a minimum of 3-5 years relevant experience as a Personnel Officer in the HR working environment. Knowledge...
of PERSAL, Public Service Regulations, Collective Agreements and all relevant legislation, policies and procedures within Human Resource in the public sector. Good interpersonal skills and communication skills (verbal and written). Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work under pressure and long hours. A valid driver’s license is essential.

**DUTIES**

- Coordinate the provision of all personnel administration services on Persal for SMS and MMS members. Support implementation of appointments of PERSAL for SMS and MMS members. Facilitate the processing of Homeowners' allowance. Facilitate the processing of resettlement and relocation costs, medical aid, long services, pension benefits and payment of leave gratuity for SMS and MMS members. Facilitate the processing of overtime, transfers, debt management, qualifications bonus, acting allowance and salary administration for SMS and MMS members. Provide support on directorates regarding leave management and update leave register on Persal and Employment Self Service (ESS). Update of resignation transactions on electronic database for tracking and the personnel file for SMS and MMS members. Approve/Disapprove conditions of service transactions on Persal. Support the implementation of termination transactions on Persal and ensure current and update records on Persal. Advise GDF on debt not captured on Persal. Quality assures the completed and signed retirement pack from the Employee retiring. Submit completed exit questionnaire to notify Performance Management Development on resignation for intervention. Train Office/District based employees on the completion of documents and the termination policy for the following: Resignation. Contract expiry. Retirement. Death. Misconduct. Ill Health retirement. Early retirement. Severance package. Exit interviews. Co Ordinate reporting lines as well as appointment of SMS and MMS members on ESS Provide a Human Resource advisory on conditions of services to all departmental personnel. Support the collation of the appointment, leave, exit and another transversal HR needs from the district/client and respond thereto. Facilitate information sharing sessions for all the personnel in the Department. Compile monthly statistical reports and management reports. Ensure effective, efficient supervision of staff. And coordinate the signing of job descriptions. Conduct performance reviews. Assist in the provisioning of stationery and office supplies.

**ENQUIRIES**

Ms Jabulile Mchunu: Tel No: 011 843 6883

**POST 23/294**

PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING REF NO: HO2022/06/83 (3 POSTS)

Directorate: Recruitment and Selection

**SALARY**

R261 372 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

- Grade 12 plus a minimum of 3-5 years relevant experience in an HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills. Ability to work in a team and independently. A valid driver’s license is essential.

**DUTIES**

- Administrative services, in the redeployment and absorption of staff within and additional to the establishment, as well as the in the placement of bursary holders. Assist in monitoring placed and unplaced graduates for Funza Lushaka. Provide support in the collation and compilation of reports e.g. progress/weekly/monthly reports, etc. Assist in monitoring the utilisation of all posts as per allocated post establishment and provide reports. Provide support in monitoring vacancy rate and conducting human resource trend analysis into recruitment and selection patterns. Maintain an up-to-date database for response handling, recruitment and selection appointments, movements, placements and retention of staff. Respond to enquiries received from internal and external stakeholders. Assist in the compilation and forwarding of submissions to HOD/MEC or as per approved delegations. Assist in coordination and publication of vacancy lists and the advertisement of departmental vacancies.

**ENQUIRIES**

Ms Tlaleng Ngubeni: Tel No: 011 843 6544
POST 23/295  :  PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING REF NO: HO2022/06/84
Directorate: Recruitment and Selection

SALARY  :  R261 372 per annum
CENTRE  :  Head Office, Johannesburg
REQUIREMENTS  :  Grade 12 plus a minimum of 3-5 years relevant experience in an HR working environment. Knowledge of Recruitment, Knowledge of Public Service Act. Able to work under pressure. Self-discipline and Confidentiality as the values/attributes required. Good communication skills (written and verbal). Computer literacy (packages such as Microsoft Excel, Power-point, MS Word, etc.). Sound organisational skills.

DUTIES  :  To provide effective and efficient recruitment. Assist in the implementation of the GDE’s recruitment, selection, retention and placement strategies. Assist in the provisioning of administration services for all response handling, recruitment, selection, appointments, transfers, placement and retention of staff. Provide support in the monitoring, evaluation and reporting of recruitment, selection, retention and placement outputs. Assist in advising various stakeholders on matters related to response handling, recruitment, selection, appointments, movements, placement and retention of staff. Facilitate compliance, background and reference checks.

ENQUIRIES  :  Ms Tlaleng Ngubeni: Tel No: 011 843 6544

POST 23/296  :  CHIEF ADMIN CLERK REF NO: HO2022/06/85
Directorate: Dispute Management

SALARY  :  R261 372 per annum
CENTRE  :  Head Office, Johannesburg
REQUIREMENTS  :  Grade 12 plus a minimum of 3-5 years’ experience in the Administrative or Clerical Support. Knowledge of Public Service Act, Batho Pele Principles, Public Service Regulations. Knowledge of PERSAL will be added advantage. Good communications skills (verbal and written); Computer literacy (MS Word, Power Point and Excel), Planning, organising and supervisory skills. Ability to work under pressure, work independently and meet deadlines. A valid driver’s license.

DUTIES  :  Supervise and render general office support services. Record, organise, store, capture and retrieve correspondence and data (line function). Capture disciplinary and grievance cases on PERSAL. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Render and supervise procurement and asset management support services. Liaise with internal and external stakeholders in relation to Procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Supervise and provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Arrange travelling and accommodation. Supervise and provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Liaise with service providers regarding payments. Prepare RLS01 and facilitate RLS02 for processing. Ensure the information is captured correctly. Supervise human resources/staff. Allocate and ensure quality of work. Assess staff performance.

ENQUIRIES  :  Mr Milton Mashele: Tel No: 011 355 1506

POST 23/297  :  PERSONAL ASSISTANT REF NO: HO2022/06/86
Directorate: Enterprise Risk Management

SALARY  :  R261 372 per annum
CENTRE  :  Head Office, Johannesburg
REQUIREMENTS  :  Secretarial Diploma or equivalent qualification plus 3-5 years’ experience in rendering secretarial/administrative support service. Knowledge of
procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

**DUTIES**

- Overall management of the office administration functions
- Provide a secretarial/receptionist support service to the Senior Manager.
- Compile realistic schedules of appointments.
- Provide administrative support services in the Office of the Senior Manager.
- Provide support to senior manager regarding meetings.
- Record minutes and communicates to relevant role-players.
- Coordinate logistical arrangements for meetings when required.
- Support the manager with the administration of the Office Budget.
- Collect and coordinate all the documents that relate to the Director/Chief Director's budget.
- Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager.
- Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES**

Mr. Puledi Selepe Tel No: (011) 355 115

**POST 23/298**

**PERSONAL ASSISTANT REF NO: HO2022/06/87**

Directorate: Auxiliary Services and Fleet Management

**SALARY**

R261 372 per annum

**CENTRE**

Head Office, Johannesburg

**REQUIREMENTS**

- Secretarial Diploma or equivalent qualification plus 3-5 years’ experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

**DUTIES**

- Overall management of the office administration functions
- Provide a secretarial/receptionist support service to the Senior Manager.
- Compile realistic schedules of appointments.
- Provide administrative support services in the Office of the Senior Manager.
- Provide support to senior manager regarding meetings.
- Record minutes and communicates to relevant role-players.
- Coordinate logistical arrangements for meetings when required.
- Support the manager with the administration of the Office Budget.
- Collect and coordinate all the documents that relate to the Director/Chief Director's budget.
- Remain up to date with regard to the policies and procedures applicable to senior manager work terrain to ensure efficient and effective support to the Senior Manager.
- Remain abreast with the procedures and processes that apply in the office of the Director.

**ENQUIRIES**

Mr. Joe Mokhosi Tel No: (011) 355 0761

**POST 23/299**

**SENIOR LIBRARIAN REF NO: JW2022/06/89**

Sub-Directorate: LTSM

**SALARY**

R261 372 per annum

**CENTRE**

Johannesburg West District

**REQUIREMENTS**

- A Bachelor’s degree or National Diploma in Library and Information Science and 3 years’ experience as librarian. Knowledge of relevant Acts, regulations and Batho Pele Principles. Computer skills including MS Word, MS PowerPoint and MS Excel. Experience working with a computerized library management system will be an advantage. Good verbal and written communication skills. Ability to work under pressure. Time management skills. Problem solving skills. Self-discipline, accuracy and consistency. Detail orientated LIASA membership will be an advantage. Applicant must be in a possession of a South African valid driver’s license

**DUTIES**

- Collection development: establish user’s needs, acquire relevant library resources Weed resources, undertake annual stocktaking, procure & renew newspaper/journal subscriptions & library System license. Processing Library Resources: physical processing of resources, cataloguing and classification, capturing into the library System. Provisioning of library and Information Services to District officials and school: user registration, information searchers assist with courier service from Education Library, train library users. Circulation of Library Resources: issues and returns, keep statistics of library
use, shelf control, sending out of reminders. Library Management & Administration Support: Supervising Library Assistants, administration assistance to the library Facilitator, monthly/quarterly reports and statistics. Marketing the District Library: displays and exhibitions, current awareness service, open library day.

ENQUIRIES
Mr. Jafta Lizwe Tel No: (011) 831 5433

POST 23/300
CHIEF PROVISIONING ADMIN CLERK REF NO: TN2022/06/90 (X2 POSTS)
Sub-Directorate: Finance and Administration
Provisioning and Administration for Institution

SALARY
R261 372 per annum

CENTRE
Tshwane North District

REQUIREMENTS
Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver’s license will be an added advantage.

DUTIES
Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES
Ms. Rejoice Manamela Tel No: (012) 543 4313

POST 23/301
CHIEF PROVISIONING ADMIN CLERK REF NO: JS2022/06/91 (X2 POSTS)
Sub-Directorate: Provisioning and Administration

SALARY
R261 372 per annum

CENTRE
Johannesburg South District

REQUIREMENTS
Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver’s license will be an added advantage.

DUTIES
Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate
Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES: Ms. Lola Malimagovha Tel No: 011 247 5966

POST 23/302 : CHIEF PROVISIONING ADMIN CLERK REF NO: TW2022/06/92
Sub-Directorate: Finance and Administration
Provisioning and Administration for Institution

SALARY : R261 372 per annum
CENTRE : Tshwane West District
REQUIREMENTS : Grade 12 with minimum of 3-5 years relevant clerical support experience. Knowledge of Procurement directives (Supply chain management manual), Treasury Regulations, PFMA, PPPFA, SASA and Assets Policy. Asset management. Related administrative procedures, norms and standards. Planning and organizing own work. Client services. Reporting procedures, Computer literacy, interpersonal relations, and problem solving and conflict resolution skills. Maintaining discipline. Good verbal and written communication skills. A valid driver’s license will be an added advantage.

DUTIES : Monitor of School Municipal Accounts for Non-Section 21. Meet with the Municipality/Eskom with regard to problems experienced with billing of services, bail out etc. Monitor payment of services by None-S21 schools and provide reports to the respective Supervisor. Receive invoices from municipalities/Head Office for Non-S21 schools. Monitor payments made by Head Office. Monitoring Schools Expenditure Section 21. Liaise with schools regarding budget spending in terms of Section 21 function. Liaise with schools regarding budget spending in terms of Non-Section 21 functions. Facilitate Financial Management and Procurement procedures and policies to schools. Ensure financial inspection is done at schools to ensure compliance to Financial Regulation and Supply Chain regulations. Monitoring of Overdraft, Loan, Investment and School Fee Compensations Applications Section 21. Provide support in the implementation of policies and procedures regarding overdrafts, loans, investments and school fee compensation applications. Verify the correctness of the application forms with regard to the application for school fee compensation, loan and investment. Forward applications to Head Office for approval. Inform schools on the outcome of the application submission. Supervise allocated staff. Provide training to staff on administration procedures and processes. Ensure Performance management is executed. Execute leave management policies and procedures. Check and authorize the work of subordinates. Handle queries from internal and external stakeholders. Provide clerical support to the Unit. Compile weekly reports. Ensure filing of all reports in the Unit.

ENQUIRIES : Ms. Priscilla Ravele Tel No: (012) 725 1451

POST 23/303 : TRANSPORT OFFICER: MESSAGING REF NO: HO2022/06/93 (3 POSTS)
Sub-Directorate: Auxiliary Services and Fleet Management

SALARY : R261 372 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : Grade 12 plus a minimum of 3-5 years relevant experience in messaging services. Knowledge of Knowledge of PFMA, Transport policies, Public Act Regulations, Memorandum of Understanding and Batho Pele Principles. Good interpersonal skills, communication skills (verbal and written), Report-writing, Time management skills, Organising skills and Analytical skills, Computer Literacy (Ms Word, Excel, PowerPoint, and Outlook). Candidate must be in
DUTIES: Supervise and allocate drivers/messengers to the relevant unit. Identify and assign driver/messenger on the database as per specifications. Update a driver/messenger database. Compile monthly reports for the unit. Respond to queries related messenger and driver messengers. Implement the cost-control measures in line with the PFMA, Treasury Regulations and other internal budget-control policies in respect of official. Supervise and render driving support services. Encourage drivers to inspect vehicles/equipment on a regular basis and report the defects. Consolidate a report on defects and submit to fleet management to action. Supervise and ensure that vehicle logbook and trip authorization for the vehicle is completed. Supervise and render messenger support services. Monitor and oversee the recording and controlling of correspondence register. Supervise the sorting and arrangement of correspondences in the registry. Facilitate and oversee the collect, distribute, and circulate correspondences (mail, parcels, documents, and files). Ensure that Performance Management of subordinates are executed. Submission of monthly reports.

ENQUIRIES: Mr. Robert Mudau Tel No: (011) 843 6898

GAUTENG DEPARTMENT OF HEALTH

ERRATUM: Kindly note that the post of Clinical Technologist, Directorate: Internal Medicine (Re-advertisement) (for Charlotte Maxeke Johannesburg Academic Hospital) with Ref No: Grade 1: CT/IM/G1, Grade 2: Ref No: CT/IM/G2, Grade 3: Ref No: CT/IM/G3 advertised in Public Service Vacancy Circular 21 dated 10 June 2022, the Job Title has been amended as follows Job Title: Medical Technologist. People who applied are encouraged to re-apply, the closing date has been extended to the 08 July 2022.

OTHER POSTS

POST 23/304: PAEDITRICIAN SPECIALIST– GRADE 1, 2 OR 3 REF NO: TMRH-PEADS 2022/05/08 (1 POST)
Directorate: Medical

SALARY: Grade 1 R1 122 630 – R1 191 910 per annum, (all inclusive)
Grade 2 R1283 592 -R1 362 363 per annum (All-inclusive package)
Grade 3: R1.489.665 – R1 862.412 per annum (all-inclusive package)

CENTRE: Thelle Mogoerane Regional Hospital (TMRH)

REQUIREMENTS: Appropriate qualification as Medical Specialist in pediatrics, which allows registration with the Health Professions Council of South Africa (HPCSA). Proof of current HPCSA registration for April 2022/March 2023. Receipt of current registration with HPCSA. Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure. Ability to work in a multi-disciplinary team.

DUTIES: Supervising the management of and managing neonatal patients and coordinate any services required for patient care. To provide clinical care/services in the Neonatal unit (including inpatients and outpatients services). To provide clinical care/services in general pediatrics as determined by the department of Pediatrics. Supervising the management of children in Pediatric ICU, casualty and outpatient services. To participate and assist in teaching/training of both undergraduates and postgraduates. Attend meetings and training as approved by Head of Unit. Comply with the Performance Management and Development System (contracting, quarterly or semester reviews and final assessment)

ENQUIRIES: Dr C. Ndobe Tel 060 961 2628

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements
mentioned above; copies need not be certified when applying for a post. the
communication from Human Resources. of the department regarding the
requirements for certified documents will be limited to shortlisted candidates,
therefore only shortlisted candidates for a post will be required to submit
certified documents on or before the day of the interview following
communication from Human Resources. Applicants must indicate the post
reference number on their applications. Failure to submit the required
documents will result in the application not being considered. Qualifications of
candidates recommended for appointment will be verified. Persons in
possession of a foreign qualification must furnish the Department with an
evaluation certificate from the South African Qualifications Authority (SAQA).
Candidates will be subjected to security screening and vetting process: criminal
clearance, citizenship, credit records. Applications received after closing date
will not be accepted. The Department reserves the right to not make an
appointment/fill the post. Candidates will be expected to be available for
selection interviews on the date, time and place determined by the Department.
Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity
and redress. Candidates whose appointment will promote representivity in
terms of race and gender will receive preference. 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 : 08 July 2022

POST 23/305 : MEDICAL SPECIALIST REFS: REFS/014351
   Directorate: Critical Care/ Intensive Unit
   (Re-advertisement)

SALARY : Grade I: R1 122 630. per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade I Appropriate qualification that allows for registration with HPCSA as a
   Medical Specialist/Sub specialist in Internal Medicine, Surgery,
   Anaesthesiology, Emergency Medicine, Obstetrics and Gynaecology.
   Registration with the HPCSA as a Medical Specialist/ Subspecialist in Internal
   Medicine, Surgery, Anaesthesiology, Emergency Medicine, Obstetrics and
   Gynaecology. No experience required after registration with the HPCSA as
   Medical Specialist.

DUTIES : As a Critical Care specialist, the candidate will be responsible for the clinical
   management of intensive care and high care patients across the spectrum of
disciplines. The incumbent will be required to lead operational and academic
ward rounds and be integrally involved in all aspects of patient management.
In addition, the incumbent will be required to supervise junior staff members.
Other clinical duties may include managing patients as part of outreach duties
at cluster hospitals and other academic units associated with the division of
Critical Care. A percentage of time may be permitted to be spent in the
incumbent’s parent speciality (up to 25%). This will be determined by the
Academic Head. 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. Successful
candidates will need to fulfill the training requirement as set out by the CMSA
and University of the Witwatersrand Division of Critical Care. Rotation through
the various academic hospitals may occur. Participation in the educational
duties of the Division of Critical Care, involvement in research activities of the
Division of Critical Care, and output of at least one peer-reviewed publication
per annum is expected of successful candidate/s. Duties will also include
appropriate training and supervision of Registrars, Medical Officers, Medical
Interns and Medical Students, including tutorials, teaching ward rounds and
skills development. The desired candidate will also be required to provide
medical support and guidance to nursing staff.

ENQUIRIES : Prof. M. Mer Tel No: 011 488 3567
APPLICATIONS : 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.

NOTE : The application must include only completed and signed new Form Z83,
obtainable from any Public Service Department or on the internet at
www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees.
Certified copies of Identity Document, Senior Certificate and the highest
required qualification as well as a driver’s license where necessary, will only
be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 08 July 2022

POST 23/306 : MEDICAL SPECIALIST (FELLOW) REFS: REFS/014352
Directorate: Internal Medicine (Critical care)
(Re-advertisement)

SALARY : Grade I: R1 122 630 per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade I Appropriate qualification that allows for registration with the HPCSA as a Medical Specialist in a normal Specialty. Registration with the HPCSA as a Medical Specialist in a normal specialty and proof of current registration. No experience required with the HPCSA as a Medical Specialist in a normal Specialty. No experience required after registration with the HPCSA as Medical Specialist.

DUTIES : Candidate will be responsible for the clinical management of intensive care and high care patients across the spectrum of disciplines. The incumbent will be required to lead operational and academic ward rounds and be integrally involved in all aspects of patient management. In addition, the incumbent will be required to supervise junior staff members. Other clinical duties may include managing patients as part of outreach duties at cluster hospitals and other academic units associated with the Division of Critical Care. A percentage of time may be permitted to be spent in the candidate’s parent specialty (up to 25%). This will be determined by the Academic Head. 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. Successful candidates will need to fulfil the training requirement as set out by the CMSA and University of the Witwatersrand Division of Critical Care. Rotation through the various academic hospitals may occur. Participation in the educational duties of the Division of Critical Care, involvement in research activities of the Division of Critical Care, and output of at least one peer-reviewed publication per annum is expected of successful candidate(s). Duties will also include appropriate training and supervision of Registrars, Medical Officers, Medical Interns and Medical Students, including tutorials, teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

ENQUIRIES : Prof. M Mer Tel No: 011 488 3567
APPLICATIONS : 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.

NOTES : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the
achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 08 July 2022

POST 23/307 : MEDICAL SPECIALIST REFS: REFS/014353
Directorate: Internal Medicine – Pulmonology

SALARY : Grade I: R1 122 630 per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Medical Specialist Grade I Appropriate medical qualification that allows registration with the HPCSA as a specialist in internal medicine and/or a sub specialist in the required field. The following will be an added advantage: Preference will be given to candidates with FCP (Part 1), ACLS, AMLS, Diploma in HIV Management and experience in Internal Medicine.

DUTIES : As a consultant, the candidate will be responsible for clinical management of general medical patients and sub specialist medicine responsibilities. The incumbent will be required to lead operational and academic ward rounds including post-intake, follow-up and grand rounds. As the most senior doctor in the unit, the incumbent will be required to supervise registrars, medical officers, intern doctors and students in patient care and the performance of diagnostic and therapeutic procedures. Other clinical duties will include managing patients at OPD, managing patients attending the Subspecialty 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 and clinical mentor to junior doctors and associated clinical staff. Co-ordination of sub specialist services at CMJAH and cluster hospitals for both inpatient and outpatient services. Supervision of clinical technology services as required. Overseeing the development of appropriate referral pathways and development of services at referral hospitals. Participation in the academic duties of the Wits Internal Medicine and related Departments/ Sub Specialties. Performance of research within the department. Supervision of research within the department and MMed students. Training and supervision of Senior registrars, Registrars, Medical Officers, Medical Interns and Medical students including tutorials, Teaching ward rounds and skills development. The desired candidate will also be required to provide medical support and guidance to nursing staff.

ENQUIRIES : Prof. A Mahomed Tel No: 011 488 3654/3554
APPLICATIONS : 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.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 08 July 2022

POST 23/308 : MEDICAL SPECIALIST REFS: REFS/014354
Directorate: Anaesthesia

SALARY : Grade I: R1 122 630 per annum (All-inclusive package)
CENTRE : Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS : Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Specialist in Paediatrics. Registration with the HPCSA as Medical Specialist in Paediatrics. No experience required after registration with the
HPCSA as Medical Specialist. Knowledge and Skills: Good leadership skills, excellent communication (verbal and written) skills, conflict resolution and good interpersonal skills. The candidate must have Knowledge of ethics, legislation, policies and procedure pertaining to health care users. The successful candidate must be adaptable, disciplined and self-confident. The candidate must be able to work independently and under pressure and beyond normal working hours and work with diverse teams. Participate in departmental teaching, training, and research. Ability to supervise and manage clinical service delivery by registrars and medical officers. Ability to establish excellent working relationships with surgical teams, theatre staff and colleagues. Capacity to manage change within a department and hospital. Aptitude for improving Anaesthesia services across the hospital cluster and must take part in commuted overtime service delivery.

**DUTIES**
- Supervising the management of anaesthesia delivery in all sub disciplines.
- Provision of a comprehensive clinical Anaesthesia service for patients at Charlotte Maxeke Johannesburg Academic Hospital and cluster hospitals.
- Provision of undergraduate and postgraduate medical student teaching; provision of supervision and training of Medical Registrars. Administrative duties within the Department of Anaesthesia. Coordinating logistics and obtaining equipment and pharmaceuticals. Ability to initiate and conduct research will be an advantage. Appointed candidate will be expected to strengthen the regional and district health systems by providing outreach programmes. Be a role model for students and staff. Participate in all departmental meetings in order to facilitate effective teaching and research as well as to enhance continuing professional development. Perform duties assigned by the Head of Department of Anaesthesia. Maintain quality assurance standards and other departmental policies. To assist in teaching programme of both undergraduates and postgraduates. Attend meetings and training as approved by HOD. Comply with the Performance Management and Development System (contracting, quarterly reviews and final assessment).

**ENQUIRIES**
- Prof. E.E. Oosthuizen
- Tel No: 011 488 4344/ 082 052 0765

**APPLICATIONS**
- 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.

**NOTE**
- The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

**CLOSING DATE**
- 08 July 2022

**POST 23/309**
- MEDICAL REGISTRAR
- REFS: REFS/014355
- Directorate: Nuclear Medicine

**SALARY**
- R833 523.per annum (All-inclusive package)

**CENTRE**
- Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**
- Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Current registration with the HPCSA as Medical Practitioner.

**DUTIES**
- As part of the health care team, registrars participate in safe, cost- effective evidence based and compassionate patient care; including participating in outreach programs. Applies cost containment measures in the provision of patient care as trainee specialist. Registrars participates in the educational activities of their chosen specialty training program, including conducting research toward Mmed. Supervise and teach medical students, interns,
medical officers and other service commitments to CMJAH and cluster hospital Commitment to overtime, Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team and to report all potential conflict of interest and corruption.

ENQUIRY : Prof W. Vangu Tel 011 488 3500
APPLICATIONS : 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.

NOTES : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE : 08 July 2022
POST 23/310 : MEDICAL OFFICER: DEPARTMENT OF FAMILY MEDICINE REF NO: TMRH-MO/FAM. MED-22/05/12

SALARY : Grade 1: R833 523 - R897.939 per annum
Grade 2: R953 049 - R1042.092 per annum
Grade 3: R1,106 037 - R1,382.802 per annum

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : The Medical Officer post requires appropriate medical qualification (MBCHB or equivalent) that allows for registration with HPCSA as a Medical Practitioner. Registration with HPCSA as an Independent Medical Practitioner and Proof of current HPCSA registration. Experience: Grade 1: None after registration with HPCSA as Independent Medical Practitioner Grade 2: Minimum of 5 years’ experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner. Grade 3: Minimum 10 years’ experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner.

DUTIES : The incumbent will be responsible to interview, investigate, diagnose, and oversee the treatment of patient and related administrative duties, participating in all activities of the discipline in relation to teaching and research. Supervising junior doctors (undergraduate students, interns and community service doctors). Improve quality of care by providing clinical care that is guided by guidelines and latest evidence with good record keeping.

ENQUIRIES : Dr. N. Khumalo Tel (011) 891- 7081
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in
possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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: 08 July 2022
POST 23/311: MEDICAL OFFICER REFS: REFS/014356
Directorate: Orthopaedics

SALARY: Grade I R833 523 per annum)(All-inclusive package)
CENTRE: Charlotte Maxeke Johannesburg Academic Hospital
REQUIREMENTS: Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner.
DUTIES: Clinical assessment orthopaedics patients, formulation, development, and execution of evidence based and compassionate patient care plans. Daily ward round and attendance at OPD, preparation of patients for theatre and performance of surgical procedures concordant with medical officer position. The application of cost containment measures in service delivery is important. Assessment and management of medical and orthopaedics emergencies. After-hours calls and execution of urgent orthopaedics procedures. Counselling and education of patients and families. Proper clinical record keeping and participation in ward/ departmental administrative duties. Commitment to the highest level of care, ethics, professionalism and punctuality. Work responsibility within a multi-disciplinary team. Work at, and participate in outreach, at any of the Gauteng Health cluster facilities. Academically: will participate in the orthopaedics teaching programme with the aim of passing the CMSA Orthopaedics Intermediate exam. The incumbent will teach and supervise medical interns and medical students.

ENQUIRIES: Prof. A. Robertson Tel No: 011 488 4990
APPLICATIONS: 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.

NOTES: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE: 08 July 2022
POST 23/312: MEDICAL OFFICER: INTERNAL MEDICINE REF NO: TMRH-MO/INT. MED-22/05/13

SALARY: Grade 1: R833.523 - R897.939 per annum
Grade 2 R953.049 - R1042.092 per annum
Grade 3: R1,106 037 - R1,382.802 per annum
CENTRE: Thelle Mogoerane Regional Hospital
**REQUIREMENTS**

**Grade 1:** Appropriate qualification that allows for registration with HPCSA as Medical Officer. Current registration with HPCSA as Medical Officer. No experience required after registration with HPCSA as Medical Officer

**Grade 2:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Current registration with HPCSA as Medical Officer. A minimum of 5 years’ experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner.

**Grade 3:** Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Current registration with HPCSA as Medical Officer. A minimum 10 years’ experience as a Medical Practitioner after HPCSA registration as an Independent Medical Practitioner.

**DUTIES**

Clinical assessment; history taking mental status examination and physical examination of all patients; formulation; development and execution of management plans for all patients. Assessment and management of emergencies; counselling and education of patients and families. Proper clinical record keeping. Prepare referral letters and discharge summaries for all patients. Proper record of all lab results. Participate in ward /departmental administration in maintaining ward record. Commitment to emergency care highest level of ethics, professionalism and punctuality. Expected ability to work in a team.

**ENQUIRES**

Dr. M A Siddiqui: Tel: 0118911700/ Dr K Mathosa: 079 894 5499

**APPLICATIONS**

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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**

08 July 2022

**POST 23/313**

MEDICAL OFFICER: REFS/014357

Directorate: Ear Nose Throat

**SALARY**

Grade 1: R833 523.per annum)(All-inclusive package)

**CENTRE**

Charlotte Maxeke Johannesburg Academic Hospital

**REQUIREMENTS**

Grade I Appropriate qualification that allows for registration with HPCSA as a Medical Officer. Registration with the HPCSA as Medical Officer. No experience required after registration with the HPCSA as Medical Practitioner.

**DUTIES**

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

**ENQUIRIES**

Mrs. Tafta Ntholeng email-address: tafta.ntholeng@wits.ac.za

**APPLICATIONS**

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.
NOTES: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE: 08 July 2022

POST 23/314: DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: TMRH-LR 22/05/06 (X1 POST)

DIRECTORATE: Labour Relations

SALARY: R744 255 – R876.705 per annum (All Inclusive Package)

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: A three-year (3) Degree/National Diploma in Labour Relations Management/ Human Resource Management or relevant qualifications at NQF level 6 plus 10 years’ experience in Labour Relations of which 5 years must be at a managerial level (Assistant Director) A valid driver’s license. Computer literacy (MS Word, Excel, and Power Point) Experience in Health sector environment as well as a certificate in Labour Dispute Resolution Practice or related will be an added advantage. Knowledge of the Basic Conditions of Employment Act, Labour Relations Act, Public Service Act, Public Finance Management Act and other legislative prescripts that govern Labour Relations. Knowledge of PERSAL. Good understanding of PSCBC resolutions. Good communication skills (verbal and written especially report writing) the incumbent should be able to gather, analyze information, interpret report.

DUTIES: Facilitate monitoring and implementation of the business plans. Align individual performance to the strategic objectives of the unit. Report on strategic framework/plans in the area of functional responsibility. Facilitate the development of operational standards and ensure the attainability on the same. Compile weekly, monthly, quarterly and annual reports. An all-rounder in the management of Labour Relations activities (e.g. handling of grievances, misconducts, disputes, collective bargaining, strike management) pertaining to the unit. Manage and facilitate the provision of Labour Relations reports on grievances, disputes, appeals, training and misconduct cases received from line management. Update, extract, analyze data on Labour Relations matters in the facility and draw up trends for management. Facilitate the capturing of Labour Relation cases on Persal. Facilitate the training of Line Managers and supervisors on employee relations.

ENQUIRIES: Dr M.M Malaka Tel No: (011) 891 7318

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor HR reception (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources, of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of
candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department.

Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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 : 08 July 2022
POST 23/315 : MEDICAL OFFICER – SURGERY DEPARTMENT REF NO TMRH – SURGERY 2022/05/09
Directorate: Medical

SALARY : Grade 1: R713 361 – R784 278 per annum
          Grade 2: R832 398 – 923 847 per annum
          Grade 3: R966 039 – R1 137 936 per annum

CENTRE : Thelle Mogoerane Regional Hospital

REQUIREMENTS : Senior certificate (Grade 12/Matric) and MBCHB degree or equivalent. Annual registration receipt and registration certificate with HPCSA as an independent medical doctor. Must be post community service. Commuted overtime is mandatory. Clinical skills, consultation, history taking, examination, clinical assessment, surgical management procedures and ensuring patient care.

DUTIES : May participate in original basic or clinical research. Will be expected to attend surgical emergencies. Ensuring correct surgical treatment of patients. Attendance of relevant administrative meetings like mortality and morbidity meetings. Completion of medico-legal documents timeously (Death certificate and medical reports). Also expected to attend the surgical outpatient department. Perform commuted overtime duties after hours (night, weekend and public holidays). Supervision and training of medical interns, community service. Ensure proper and accurate record keeping as legally and ethically required. Manage surgical patients in all wards. Be part of multidisciplinary team.

ENQUIRIES : Dr Magagula Tel No: (011) 891 7001

APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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.

**POST 23/316**
**MEDICAL OFFICER - ACCIDENT & EMERGENCY DEPARTMENT REF NO TMRH - MO/ED 2022/05/07**
Directorate: Medical

**SALARY**
- Grade 1: R713 361 – R784.278 per annum
- Grade 2: R832 398 – R923 847 per annum
- Grade 3: R966.039 – R1 137 936 per annum

**CENTRE**
Thelle Mogoerane Regional Hospital

**REQUIREMENTS**
- Grade 12 certificate. Appropriate qualification that allows registration with the Health Professions Council of South Africa – HPCSA (MBCHB degree or equivalent). Registration certificate with the HPCSA as a Medical Officer. Current registration with the HPCSA as an Independent Medical Officer (2022) valid work permit for non-South Africans must be attached. Knowledge and experience in medical emergencies. Good written & verbal communication skills, and ability to work under pressure. ACLS, PALS, ATLS, or equivalent, and ultrasound courses will be added advantage.

**DUTIES**
The potential candidate will be responsible for doing ward rounds, running Emergency department floor including resuscitation area; general medical /surgical area and pediatrics area. Fulfill commuted overtime duties in the department. Take part in administration duties such as drawing up a call roster; compiling and presenting mortality and morbidity statistics and maintaining accurate patient record. Participate in research projects; academic meetings and supervise /teach interns and medical students.

**ENQUIRIES**
Dr Jedd Hart Tel No: 072 783 8859

**APPLICATIONS**
Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**
The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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.
qualification of the duration of 1 year, accredited with SANC in Orthopaedic Nursing or Trauma Nursing. Have a minimum of 10 years appropriate / recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate / recognizable experience after obtaining the 1 year Orthopaedic Nursing or Trauma Nursing. At least 3 years of the period must be appropriate at management level. Computer literacy will be added advantage.

**DUTIES**

To apply nursing legislation and related legal and ethical nursing practices to improve and maintain service delivery. To ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determined by the institution. To promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution. To apply basic HR and financial policies when coordinating care to our patients and other stakeholders. To do hospital departmental calls as required by the service. To demonstrate effective communication with patients and relatives, supervisors, other health professionals and junior colleagues including more complex report writing when required. To work as part of the multi- disciplinary team on a supervisory level to ensure good nursing care by the nursing team. To work as part of the palliative care for the institution. To work effectively and amicably at a supervisory level, with persons of diverse intellectual, cultural, racial or religious differences and able to manage own work, time and that of junior colleagues to ensure proper nursing service in the unit. To provide support and advice to health and educational institutions within the cluster and catchment area. Control the provision of nursing care through staff scheduling and supervision. To ensure that the environment complies with the Health and Safety Act and Infection and Prevention Control Policies. See in-service training as part of the daily duties. Ensure effective and efficient budget control and assets control for the department. Expected to relieve the Nursing Manager in her absence.

**ENQUIRIES**

Ms NN Mtalana Tel No: 011 488 3360

**APPLICATIONS**

Applications should be submitted on a (PDF Format only) to the following email-address Respensehandling.Cmjah@gauteng.gov.za. Only online application will be considered. Please Use The Reference As The Subject.

**NOTES**

The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

**CLOSING DATE**

08 July 2022

**POST 23/318**

**ASSISTANT MANAGER NURSING PNA7 (HAST) REF NO: TMRH -HAST 05/2022/01**

Directorate: Nursing

**SALARY**

R571 242 – R662 223 per annum, (plus benefits)

**CENTRE**

Thelle Mogoerane Regional Hospital

**REQUIREMENTS**

Basic qualification accredited with the SANC in terms of Government Notice R425 (i.e. Diploma/ Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. A minimum of 8 years appropriate/ recognizable experience in Nursing after registration as a Professional Nurse with SANC in General Nursing and Midwifery. Diploma or Degree in Administration as well as a certificate in NIMART and NIMXDRTB. At least (3) years of the period referred to above must be appropriate/ recognizable experience at management level. At least five (5) years of the
period referred to above must be appropriate/recognizable experience in a clinical ART and TB services (1). Computer literacy i.e. (MS Word, PowerPoint). Service certificate compulsory. Ability to work independently and innovatively. Knowledge of HIV and TB disease, control, monitoring evaluation, and importance of reporting. Knowledge of nursing strategy, nursing statutes, core standards and other relevant frameworks such as Nursing Act, OHS Act, Patient Right Charter, Batho Pele Principles, Public Service Regulations, Labour Relations Act, Disciplinary Code and Procedure, Grievance Procedure, etc. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into the procedures and policies pertaining to nursing care. Skills: Leadership, organizational, facilitation, presentation and decision-making skills. Problem solving skills within the limit of the public sector and institutional policy framework. Personal: Responsiveness, pro-activeness, professionalism, accuracy, flexibility, initiative, cooperation, team player, supportive, assertive.

**DUTIES**

Coordination of the implementation of HAST strategic plan in line with 90 90 90, HIV and TB strategy. Collaboration and facilitation of the HAST Business plan. Manage and coordinate human, financial and physical resources. Ensure a proper referral system. Liaise with both internal and external stakeholders on HIV/TB related services. Implementing quality assurance to the HIV and TB programmes to ensure sustained treatment viral suppression and cure rate. Ensure availability of HIV and AIDS, TB policies within the facility. Perform all other duties delegated by the Supervisor.

**ENQUIRIES**

Ms. M.R.E. Damane Tel No (011) 891 7299

**APPLICATIONS**

Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**

The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources, of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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**

08 JULY 2022

**POST 23/319**

**ASSISTANT MANAGER NURSING (SPECIALTY) PNB-4 NEONATAL/CHILD NURSING CARE REF NO: TMRH - 05/2022/02**

Directorate: Nursing

**SALARY**

R624,216 - R702,549 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 a Professional Nurse and proof of current registration. 1 year post basic nursing qualification in Nursing Administration. A minimum of 10 years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing and midwifery. At least 6 years of appropriate/recognizable
experience in the specialty area after obtaining the 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.).

**DUTIES**: Demonstrate an in-depth knowledge of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Ensure clinical nursing practice by the nursing team (unit) in accordance with the scope of practice and nursing standards as determine by the relevant health facility. Promote quality of nursing care as directed by the Professional Scope of Practice and Standards as determined by the relevant Health facility. Demonstrate a basic understanding of HR and financial policies and practices. Demonstrate basic computer literacy as a supporting tool to enhance service delivery. Implement and ensure compliance to National Core Standards

**ENQUIRIES**: Ms. M.R.E. Damane Tel No (011) 891 7299

**APPLICATIONS**: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

**NOTE**: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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**: 08 July 2022

**POST 23/320**: ASSISTANT MANAGER CHILD REF NO: TDHS/A/2022/48

**SALARY**: R571 242 - R662 223 per annum (plus benefits)

**CENTRE**: Tshwane District Health Services

**REQUIREMENTS**: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Management qualification will serve as an added advantage. Other Skills / Requirements: 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 the period referred above must be appropriate/recognizable experience at management level. Current proof of registration with SANC; Computer Literacy; Valid Driver’s License.

**DUTIES**: Key Performance Areas: Strengthen the Expanded Programme on Immunization (EPI) in the district. Coordinate Communicable Disease Control (CDC) and COVID 19 in the district. Monitor AFP surveillance in line with WHO requirements. Strengthen intersectoral collaboration with the relevant stakeholders. Knowledge of District Health Services, National Health Act, National Development Plan, Financial and Human Resource. Management report writing and presentation skills. Competencies and knowledge should demonstrate an in depth understanding of project management, financial management, human resource management, computer literacy, quality
assurance management as well as PHC Management policies and practices. Experience in EPI / CDC will be an added advantage. Perform all other duties delegated by Supervisor/ Manager

ENQUIRIES : Mrs Lekwetji Komane Tel No: 012 4519213
APPLICATIONS : Applications must be submitted to Tshwane District Health Services, 3319 Fedsure Forum Building, Cnr Lilian Ngoyi and Pretorius Street, Pretoria 0001, Application Box, First Floor Reception.

NOTE : No faxed applications will be considered. Applications 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. Shortlisted candidates will be required to submit proof of Criminal Verification obtainable from the South African Police Service at their own cost. The recommended candidate/s may be subject to medical surveillance as required by the Occupational Health and Safety Act, Act 5/1993. The Gauteng Department of Health is guided by the principles of Employment Equity; therefore, all the appointments will be made in accordance with the Employment Equity target of the department. No applications will be considered after the closing date.

CLOSING DATE : 15 July 2022

POST 23/321 : OPERATIONAL MANAGER (SPECIALTY) PNB3: CHILD/PAEDS/NEONATAL NURSING SCIENCE REF NO: TMRH - 05/2022/03

SALARY : R571.242 – R642,933 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 South African Nursing Council (SANC) as a Professional Nurse. A post basic nursing qualification with a duration of at least 1 year accredited with SANC in the relevant specialty. Registration with SANC as Professional Nurse. Proof of current registration as Professional Nurse. A minimum of 9 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. (Advanced Midwifery)

DUTIES : Promote quality of nursing care as directed by professional scope of practice and set nursing standards within a professional/legal framework. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impact on service delivery. Participate in training, research and self-development. Demonstrate a basic understanding of HR and financial policies and practices. Must be prepared to work shifts including to rotate and relieve on night duty. Ability to function as part of a team and display good professional image. Demonstrate basic computer literacy as a support tool to enhance service delivery. Demonstrate effective communication with patients, supervisors, subordinates and other health professionals including more complex report writing when required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care ensuring that the unit adheres to the principles of Batho Pele. Promote achievement of the National Core Standards targets.

ENQUIRIES : Ms. M.R.E. Damane Tel No (011) 891 7299
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Airode, 1451.

NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the
requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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 : 08 July 2022
POST 23/322 : SONOGRAPHER GRADE 1 -REF NO TMRH -SON22/05/10
SALARY : Grade 1: R401 640 – R459 231 per annum
CENTRE : Thelle Mogoerane Regional Hospital

DUTIES : Preparing patients for Ultrasound examinations. Selecting the appropriate equipment for the ultrasound examination. Performing ultrasound examinations that yield important diagnostic information. Use ultrasound machines to view and interpret images with sound waves for the diagnosis and treatment of medical conditions. Assist in coordinating and organizing daily workload / running of the department. Must have knowledge of the department functions and ascertain smooth running of the department and a professional service to patients. General care of patients and safety of patients. Produce images of high standards. Responsible for quality assurance in the ultrasound department. Maintain case records and statistics. Participate in CPD training programmes. Promote teamwork, co-operative work relationship amongst staff members and other health Care workers

ENQUIRIES : Mr. T. I. Molefe Tel no: 011 891 7223 or Ms. Busi Mapoko Cell no: 084 627 6989
APPLICATIONS : Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451
NOTE : The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillances as required in the HBA, at no cost. People
with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. the communication from Human Resources. of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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: 08 July 2022

POST 23/323: PROFESSIONAL NURSE SPECIALITY (NURSING EDUCATION) REF NO: TMRH -05/2022/14 (X3 POSTS)

Re-Advertisement

SALARY: R388 974 – R450 939 per annum (plus benefits)

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Grade 12 (Standard 10). 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. In general nursing. A post basic level 8 nursing qualification which is registered with SANC. Registration with SANC as a Professional Nurse and as nursing educator with proof of current registration. Added advantage comprehensive diploma / degree in nursing that allows registration with SANC as a General Nurse/Psychiatric Nurse/ Community Nurse midwife

DUTIES: Supervise and evaluate quality of nursing care as directed by the professional scope of practice and set nursing standards as determined by relevant health facility. Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices. Ensure clinical nursing practice by the nursing team in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Demonstrate an in depth understanding and implementation of nursing education curriculum for clinical nursing and practice. Demonstrate knowledge and understanding of skills development importance in the workplace. Monitor ethics and professional behavior to clinical nursing practice. Understanding of labour relations and HR policies and application thereof; improve multi-disciplinary team approach and maintain health relations with multi-disciplinary team. Demonstrate a basic understanding of the preparation of different clinical lesson plans in conjunction with computer science applications. Demonstrate basic computer literacy as a support toll to enhance service delivery work as part of multidisciplinary team to ensure good nursing care by the nursing team. Demonstrate effective communication strategies by presenting a well-prepared teaching/training session after the specifically identified need. Manage resources effectively and efficiently in the unit. Compile and analyze reports to improve quality of nursing care procedures. Work effectively and amicably at a supervisory level with person of diverse intellectual; cultural, racial or religious differences. Must have basic computer skills. Participate in training research and self-development. Display a concern for quality service delivery based on updated health care norms and standards for an ideal hospital clinic. Ability to work under pressure and organization of own work. Know and understand the application of all elements of the nursing strategy for clinical education and training.

ENQUIRIES: Ms. M.R.E. Damane Tel No (011) 891 7299
APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources, of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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: 08 July 2022

POST 23/324: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF: TMRH: ADSCM- 05/2022/15

SALARY: R382 245 - R450 255 per annum plus benefits

CENTRE: Thelle Mogoerane Regional Hospital

REQUIREMENTS: Grade 12 with Certificate in SCM at NQF 5 plus 10years unbroken experience in SCM at supervisory level, or National Diploma/ bachelors degree/preferably B. Com /National Diploma in Logistics/Supply Chain/ Public Administration, B. Tech Business Administration/Public Administration or relevant qualification at NQF 7 with 5 years unbroken supervisory experience in SCM field. Experience in Strategic Sourcing, Risks, Project and Demand Management. Excellent knowledge of Central Supplier Data-Base (SCDB), Knowledge of SCOA mapping with Internal Reporting Format (IRF), and Knowledge of GAAP/GRAP, Contract Management skills, SLA, SOPS , drafting Operational plan, Demand and Procurement Plans, business writing, communication and interpersonal, diversity and Team building skills with basic knowledge of RSA Constitution, PFMA, PPPFA, PPR, Treasury Regulations, SCM Practice Notes, and SCM Circulars, Assets-GAMA and Inventory Management Policy, Certificate in Inventory/Stock Management and Warehouse Management including basic knowledge of Gauteng Provincial Township Economic Revitalization Bill (GPTERB), BAS,SAP/SRM, Assets Ware/Gauteng Provincial Assets Certificate and as well as interpretation of relevant Public ACTs and Policies/Adopted strategies together with all systems applicable and utilized in SCM/Finance and Knowledge for SCM Code of Conduct, PRECCA, PAJA, PAIA and POPIA as well as the Departmental knowledge of PMDS and knowledge of drawing reports as well as efficiency in Ms Word, Excel and PowerPoint and writing submissions. Personal attributes: Innovative, Trustworthy, Dependable, Proactiveness, clear ability to meet deadlines and work under-pressure, self-motivated and creativity with passion within the Acceptable Parameters of Good Administrative Practices and understanding Delegations of Duties and Internal Controls, skills to implement Auditor-General Recommendations and knowledge of Green Economy in Procurement Policy and Knowledge of Automated Cost Centre Management and including drafting Fraud and Preventing Strategy.

DUTIES: Co-ordinate Demand Management Processes, Manage the Acquisitions processes, Logistics, Disposal and Risk Performance Review processes of
SCM elements daily. Lead and support Facility Mini bids accordingly. Implement effectively the FMU business plans, providing efficient support to all Disciplines, Interpretation of SCOA, oversees processes of Monthly Reconciliation out and inside the Facility, Preparation of Management Reports and Monthly Theoretical Reports, Conduct Statutory SCM Stocktaking and Guide Pharmaceutical Statutory Stock taking. Support the weekly Quotations Adjudication Committee (QAC) for the Facility. Acting as Deputy Director: SCM as and when requested and attending the following meetings: Extended Management Meeting, Clinical Governance, Equipment Committee for the Institution including Ad hoc Meetings and Represent SCM well when requested and Perform and carried-out any lawful instructions/practices as well as any delegated work/project. Provide and promote effective and efficient Facility SCM Records Management. Ensure timeous development of Job descriptions, Contracting and Evaluation in line with the institutional the Planned goals, APP and approved Operational Plan manage employee’s Performance and ensure that all employee’s Contracts are aligned to the planned goals as well as the other Departmental Plans, current evolutions and submissions are done on time. Effectively support Assets Management for the Institution and Disposal Committee Meetings Management Resources effectively, Coaching, Mentoring and Reprimand/Discipline officials when there is primacies evidence to do so and make necessarily Referrals. Attend EXCO meetings, and Multilateral as well as Bilateral meeting when requested to do so. Chair Sectional Meetings and ensure that proper minutes are produced and filed. Implement Staff Development Plans and Enforce Rotation of the officials in accordance with approved SCM-SOP. Manage the Stock Critical List of the Institution weekly. Conduct Market and Industry research and analysis respectively and ensure that Designated groups are supported in according to SCM policy. Support the deviations process when necessary in line with the Treasury Regulations. Implement Training Empowerment Plans for Development of the SCM officials and ensure continuous Learning Quarterty. Ensure that E-Disclosure of Interests by all SCM officials is adhered and prevent any delinquent to such and avoid any Non-compliance. Minimized Audit Qualifications and promote Clean Audit in Procurement of goods and services. Implement SAP-Automated/Manual Cost Centre Management within the Facility. Improve Accountability by all SCM and End-users in the process of procuring goods/services within the Facility and effective management of Web cycle and/or exceptions. Assist in Collation of weekly EXCO Report and Preparation.

ENQUIRES

APPLICATIONS

NOTE

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**CLOSING DATE**: 08 July 2022

**POST 23/325**: OCCUPATIONAL THERAPY PRODUCTION REF NO: TMRH-OT22/05/11
Directorate: Clinical Support & Therapeutic Services Department

**SALARY**: R322 746 - R367,299. per annum plus benefits

**REQUIREMENTS**: Degree in Occupational Therapy. Currently registered with the HPCSA as an Independent Practice Occupational Therapist. One-year community service completed. Experience in vocational rehabilitation and assessments will be an added advantage.

**DUTIES**: To provide optimal and evidence based Vocational assessment and rehabilitation for patients. Occupational Therapy assessment and treatment of in- and out- patients for individuals and groups. Competent in administering a wide range of vocational standardized assessments. Intensive communication liaising with employers, employees and advocating for patient rights and needs within the workplace. PILIR committee duties and responsibilities including assessment and treatment of hospital staff. To perform and complete administrative functions including data compilation, stock management, various internal and external meetings, submission of monthly reports and statistics. Participate in the mentorship and training of community service therapists and students. Participate in the departmental policy on training and continuous professional development. Ensure departmental standards are met and effective patient service delivery, in line with National Standards. Knowledge of current health and public service legislation, regulations and policies. Sound knowledge of clinical theory, practice and ethics relating to the delivery of Occupational Therapist services within a hospital setting especially within the vocational sector. Ability to work in a multi-disciplinary team and in a changing environment and under pressure.

**ENQUIRIES**: Mr. T. I. Molefe Tel no: 011 891 7223

**APPLICATIONS**: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext. 14, Vosloorus, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451

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**CLOSING DATE**: 08 July 2022

**POST 23/326**: CASE MANAGER REF NO: TMRH CASE/M - 05/2022/04 (1 POST)
Directorate: Finance

**SALARY**: R382,245 – R450,255 per annum (Level 9) plus benefits

**CENTRE**: Thelle Mogoerane Regional Hospital
**REQUIREMENTS**


**DUTIES**

Monitor and manage internal patients who are externally funded (i.e. ensure that ALOS is kept within the norm according to diagnosis and also to obtain reasons from Clinical HOD for extended length of stay). Ensure that ICD 10 and UPFS coding are correct, specific and relevant. Ensure efficient and effective communication of updated clinical information for externally funded clients/patients. Ensure efficient and effective interpretation and implementation of case management policies, protocols and procedures within the hospital. Coordination of the workflow processes between clinical and administration personnel. Supervision and development of staff and also auditing of externally funded billed files in order to monitor accuracy in coding. Liaison with all relevant role players in matters relating to Case Management. Authorizing of all medical aid patients. Monitoring and support on Medical Aid rejections. Provide training and support on UPFS and charge sheets. Work with monitoring and evaluation department for daily monitoring of health information system registration of patients. Part of nursing and other clinical audit committees to monitor hospital efficiency indicators. Daily monitoring of in-patient's registration by doing ward rounds with operational managers, play a role in bed management of the hospital daily. Compilation of comprehensive reports for reporting i.e. weekly, monthly and quarterly reports. coordination of work with finance department and clinical and nursing department

**ENQUIRIES**

Ms M Hlongwane Tel No: (011) 891 7001

**APPLICATIONS**

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**NOTE**

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**CLOSING DATE**

08 July 2022

**POST 23/327**

SOCIAL WORK SUPERVISOR – GRADE 1 REF NO: TMRH- SW22/05/05 (X1 POST)

Directorate: Allied

**SALARY**

R384 228 – R445 425 per annum plus benefits

**CENTRE**

Thelle Mogoerane Regional Hospital
REQUIREMENTS: A four-year Degree in Social Work. Current Registration with SACSSP as a social worker. Minimum of seven (7) years’ experience in social work after registration as a social worker with the SACSSP. A minimum of 2 years’ experience in a health care environment will be an added advantage. Previous experience with mentoring or supervision of students and subordinates. Knowledge of public service legislation, policies and procedures as well as that of the Social Work profession as applies to the health sector. Ability to work within a multidisciplinary team.

DUTIES: Overall management and supervision of staff. Implementation of the Supervision policy and the PMDS system. Manage the Social Work department at the institution within the scope, professional and statutory requirements of the SACSSP and Social Work Profession. Ensure implementation of the Quality Assurance Programme and support other mandates of the department and institution in terms of audits, reporting and implementation of corrective measures. Provide input into compilation of the strategic and operational plans of the department and hospital. Manage assets and all human and financial resources of the social work department. Prepare and analyze monthly statistics to plan workload allocation. Expand the intersectional communication with relevant partners and stakeholders. Represent the department and institution at various forums and meetings as per delegation, internally and externally. Implement the decisions and plans taken at departmental and institutional level. Ensure professional development of staff and adherence to CPD requirements. Participate in student training if applicable. Perform any duties as allocated by management.

ENQUIRIES: MS D Chauke Tel No: 011 891 2298

APPLICATIONS: Applications should be submitted to Thelle Mogoerane Regional Hospital, 12390 Nguza Street, ext 14, VosLOORUS, 1475, 1st Floor Main Entrance (Steel Cabinets) and sign in the register book or post to Private Bag X01, Alrode, 1451.

NOTE: The appointed employee will be subjected to Personnel Suitability Check (PSC), (OHS) Medical surveillance as required in the HBA, at no cost. People with disabilities are welcome to apply. Applications must be filled on a Z83 form accompanied by a comprehensive CV highlighting or stating the requirements mentioned above; copies need not be certified when applying for a post. The communication from Human Resources of the department regarding the requirements for certified documents will be limited to shortlisted candidates, therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from Human Resources. Applicants must indicate the post reference number on their applications. Failure to submit the required documents will result in the application not being considered. Qualifications of candidates recommended for appointment will be verified. Persons in possession of a foreign qualification must furnish the Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening and vetting process: criminal clearance, citizenship, credit records. Applications received after closing date will not be accepted. The Department reserves the right to not make an appointment/fill the post. Candidates will be expected to be available for selection interviews on the date, time and place determined by the Department. Thelle Mogoerane Regional Hospital is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race and gender will receive preference. 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: 08 July 2022

POST 23/328: SHIFT LEADER GRADE 3 TO 6 (50 POSTS)
Directorate: Directorate: Emergency Medical Services

SALARY: R269 985 – R552 306 per annum (plus benefits)

CENTRE: City of Johannesburg Ref No: EMS/SHIFTCOJ/2022 (30 posts)
City of Ekurhuleni Ref No: EMS/SHIFTEKU/2022 (16 posts)
City of Tshwane Ref No: EMS/SHIFTTSHW/2022 (2 posts)
Westrand Ref No: EMS/SHIFTWEST/2022 (2 Posts)

REQUIREMENTS: Grade 12 certificate or equivalent qualification, AEA/ECT/CCA with 03 years' experience after registration with the HPCSA in the applicable category according to OSD appointment requirements, Code 10 driver’s license with
valid PDP, Registration certificate and current registration with HPCSA. Computer skills. Knowledge of labour relations and OHS. Incident management and supervisory experience. Current compliance with HPCSA individual CPD-CEUs Activity record.

**DUTIES**

Provide an ongoing supervisory function in respect of all operational issues in terms of HPCSA and Department policies by ensuring complacence and report thereon. Implementation of Operational plans, at shift level, manage all resources allocated to the shift in an efficient manner by ensuring control, monitoring use and reporting deviations and deficiencies facilitate ongoing administration and human resource management. Supervisory functions, Responsible for performance management and development system assessment. Assist in management of overtime and leave. Ensure that staff attends to calls timeously. Analyses trips sheet and patient assessment forms and report discrepancies to the station manager. Respond to mass casualty and disaster scenes and provide advice and leadership in such situations. Manage complaints from external and internal sources. Compile reports conduct investigations when required to do so. Ensure compliance with service protocol and procedures and undertake any other duties as allocated by management.

**ENQUIRIES**

Ms M Ramada Tel No: (011) 564 2008

**APPLICATIONS**

Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

**NOTE**

Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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.

**CLOSING DATE**

08 July 2022

**POST 23/329**

HUMAN RESOURCE OFFICER REF NO: EMS/HRO/05/2022 (1 POST)

**SALARY**

R261 372.per annum (Level 7)(plus benefits)

**CENTRE**

Emergency Medical Services

**REQUIREMENTS**

Grade 12 with10 year’s Human Resource Management experience or Degree/National Diploma in Human Resource Management or Equivalent Qualification with a minimum of five (5) years’ experience. Computer Literacy (MS Office). Must have knowledge and experience in Persal Systems (Persal certificate). Supervision skill, Ability to work under pressure and good communication skills (written and verbal). Excellent Administrative skills (Planning Organizing and Coordination Sound knowledge of Public Service Regulations, Public Service act, Occupational Health, and safety act, PFMA and Knowledge of OSD policy, PMDS and other relevant Public Service Prescripts. A valid driver’s licence.

**DUTIES**

Supervision of Staff. Effective and Efficient Implementation of Human Resource Management Administration such as Appointments, Transfers, Service terminations, Housing Allowances, Salary Administration Management, Leave Administration Management, Performance Management and Development Systems, Coordination of Training and Development of staff i.e. Student bursaries and Internship. Facilitate Recruitment and Selections processes. Injury on duty, PILIR, Ensure safekeeping and filing of HR related documents. Adhere to confidentiality Policy, provide guidance and advice to all relevant stakeholders, attending to enquiries from staff and Management. Provide advice and assistance to other Sectional Managers and staff regarding all HR functions. Attending meeting / workshops/forums. Writing of Submissions, memos, reports, and presentations. Ensure that Quality Assurance is adhere to in HR. Performing Contracting and PMDS evaluation of subordinates. Appointment letters for Committee Panel members and to monitor Committees.

**ENQUIRIES**

Ms. Z Jezi. Tel no: 011 564 2027/2054/2253
APPLICATIONS: Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4 (EMS) or Posted to P.O Box 8311 Halfway House 1685.

NOTE: Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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.

CLOSING DATE: 08 July 2022

POST 23/330: ELECTRO-CARDIOGRAM ASSISTANT REFS: REFS/014358

Directorate: Clinical Support and Therapeutic service

SALARY: R213 726 per annum

CENTRE: Charlotte Maxeke Johannesburg Academic Hospital

REQUIREMENTS: Appropriate qualification (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the Health Professional Council of South Africa (HPCSA), where applicable in the relevant profession. Registration with the HPCSA in the relevant Profession where applicable. No experience required after obtaining an appropriate qualification or prescribed in service training that allows for the required registration with the Health Professional Council of South Africa (HPCSA). Knowledge and skills: Excellent interpersonal and organizational skills. Good written and verbal communication skills. Ability to work under pressure. Ability to handle information confidentially. Ability to work independently and in a team. Knowledge and application of the Batho Pele principles. Applicant should be prepared to undergo medical surveillance as an inherent job requirement. Added advantage: National Diploma in Clinical Technology Specialty Cardiology.

DUTIES: Provide ECG service in the entire hospital (clinics and wards). Report all faulty equipment to ECG Department supervisor. Co-ordinate equipment maintenance and repairs. Ordering of ECG department disposable stock items. Candidate will be responsible for compiling ECG Statistics and submit it to ECG Department. Ordering of PPE’s and other disposables. Contribute to the development of the ECG department and ECG Assistant profession including participation in institutional workshop and ECG Development program. Ensure ECG machines are cleaned before and after doing ECG to ensure that the infection control policy is adhered to.

ENQUIRIES: DR. O. Ubogu Tel No: 011 488 3805

APPLICATIONS: 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

NOTE: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae with 3 contactable referees. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification), security clearance process and undergo medical screening test. Suitable candidates will have to disclose their financial interests. The Department of Health reserves the right to fill or not fill the position. Due to high volumes of anticipated applications, communication will be limited to the shortlisted candidates only. Should you not hear from us within 3 months after the closing date, please consider your application unsuccessful. The Department of Health is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender, and disability.

CLOSING DATE: 08 July 2022
POST 23/331: DATA ADMINISTRATION CLERK

SALARY: R176 310 per annum (Level 5)(plus benefits)

CENTRE: EMS/DATA/HOD/2022 (02 Posts)
EMS/DATA/COJ/2022 (01 Post)
EMS/ DATA/ EKU/2022 (01 Post)
EMS/DATA/TSW/2022 (01 Post)
EMS/DATA/WEST/2022 (01 Post)

REQUIREMENTS: National Senior Certificate Matric/Grade 12. Data management and competencies is an added advantage. Knowledge and application of the following prescripts: DMHIS Policy Computer literacy. Knowledge on DHIS as an added advantage and Driver’s license.

DUTIES: Maintenance of all EMS stations, Check and verify patient report forms (PRF) and the Daily input forms sheet before capturing. Report problems found in the Daily input sheet to the Shift Supervisors/ station manager, Capture verified data for Station in web DHIS if a Daily Data Capturing (DDC) site – indicate capturing date and sign, check for outliers, add comments. Mark record for follow up if applicable, check for missing data, add comment and mark record for follow up and perform ad hoc duties as assigned by supervisor or District managers.

ENQUIRIES: Mr. RK Sekgobela Tel: 011 564 2009

APPLICATIONS: Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

NOTE: Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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.

CLOSING DATE: 08 July 2022

POST 23/332: EMERGENCY CARE OFFICER GRADE 3 ILS (145 POSTS)

SALARY: R171 714 per annum (plus benefit)

CENTRE: Gauteng Emergency Medical Services various districts
EMS/ILS/COJ/2022 (42 Posts)
EMS/ILS/EKU/2022 (39 Posts)
EMS/ILS/TSHW/2022 (45 Posts)
EMS/ILS/WEST/2022 (19 Posts)

REQUIREMENTS: Grade 12, AEA certificate with registration with current HPCSA of Ambulance Emergency Assistant. Previous experience in emergency care environment will be an added advantage. Valid driver’s license Code 10 and valid professional driver’s License with valid (PrDP) permit for transporting patients. Current compliance with HPCSA individual CPD-CEUs Activity record. Candidates are expected to do written, driving and physical assessment test.

DUTIES: Responsible for patients within the scope of practice of intermediate life support. Transporting patients as part of planned Patient transport and inter-facility transfer system under Emergency Medical Service. Providing emergency medical care and related assistance during special events. Responsible for care and proper management of Emergency Medical Services resources. Provide emergency medical assistance and other duties required by Directorate. Provide quality assurance to Basic Life Support Officers in the implementation of appropriate measures. Perform any other duties as delegated by the supervisor. Candidates are expected to work shifts, they should be mentally and physically fit to perform their duties.

ENQUIRIES: Mr. MM Manenzhe Tel: 011 564 2292

APPLICATIONS: Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

NOTE: Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as
well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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.

CLOSING DATE : 08 July 2022

POST 23/333 : EMERGENCY CARE OFFICER GRADE 1 (30 POSTS)

SALARY : R145 767 per annum
CENTRE : Metro Control Midrand
REQUIREMENTS : Grade 12 certificate (Preferably with a pass in English, Mathematics or Mathematical literacy, Physical science, Life Science or Biology, Basic Ambulance Assistant certificate, Registration with HPCSA as a Basic Ambulance Assistant, current BAA HPCSA registration, Current BLS clinical practice guideline (CPG) update certificate, Current compliance with HPCSA individual CPD-CEU Activity record, Good Computer Skills, work organisational, prioritization and interpersonal skills, previous experience in control centre as a call taker or dispatcher will be an advantage. Minimum 2 years’ experience in an operational environment, Previous experience in communication centre environment will be an advantage.

DUTIES : Perform call taker and dispatcher functions emergency ambulance, Inter-facility transfers and planned Patient Transport within the EMS control centre at Midrand. Successful candidates are expected to work shifts.

ENQUIRIES : Mr. D Mothilal Tel: 011 564 2000.
APPLICATIONS : Applications with clearly marked reference numbers must be delivered to 162 Cnr Old Pretoria Road & Tonneti Street, Growth Point Business Park Unit 4(EMS) or Posted to P.O Box 8311 Halfway House 1685.

NOTE : Applications are not required to submit copies of qualification and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. In order to alleviate administrative burden on HR section as well as considering the cost for applicants, departments are encouraged to request certified copies of qualification and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview. 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.

CLOSING DATE : 08 July 2022

POST 23/334 : DATA CAPTURER COVID-19 CONTRACT REFS NO: SBAH 051/2022 (6 POSTS)

Directorate: Clinical Services

SALARY : R147 459 per annum plus benefits
CENTRE : Steve Biko Academic Hospital
REQUIREMENTS : Grade 12 or an equivalent qualification with 0 to 2 years working experience. A range of work procedures such as, Data capturing, administration procedures relating to working environment including norms and standards, Batho Pele Principles. Accuracy in execution of duties. Strong interpersonal and communication skills. Computer literacy, experience in data capturing and telephone etiquette. Administration skills and reporting procedure.

DUTIES : Ensuring realtime data capturing is done. Assist in answering all incoming calls. Perform all Office Administration related duties. Be able to work independently and under pressure. Filing, compiling statistics and any other related duties.

ENQUIRIES : Dr L Majake Tel No: 012 354 1141
APPLICATIONS : Applications must be submitted with a Z83 form with relevant attachments to Steve Biko Academic Hospital, Private Bag x 169, Pretoria, 0001 or hand delivered to Cnr Malherbe & Steve Biko Road, Main Entrance at Level 3. Steve Biko Academic Hospital is committed to the pursuit of diversity and redress.
Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference.

**CLOSING DATE**: 08 July 2022

**DEPARTMENT OF HUMAN SETTLEMENTS (GDHS)**

**CLOSING DATE**: 15 July 2022

**NOTE**: Requirement of applications: No late applications will be considered. No faxed or emailed applications will be accepted. The Gauteng Department of Human Settlements is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department’s equity plan. Persons with disabilities are encouraged to apply. It is our intention to promote representivity (race, gender, youth, and disability) in the Public Service through the filling of these posts. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications should be submitted strictly online at [http://professionaljobcentre.gpg.gov.za](http://professionaljobcentre.gpg.gov.za) and it should be accompanied by a Z83 and a comprehensive Curriculum Vitae (CV). Certified documents will be limited to shortlisted candidates only. Correspondence will only be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. Following the interview and exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic management and development for SMS posts. The Department reserves the right not to make appointment(s) to the advertised post(s).

**OTHER POST**

**POST 23/335**: DEPUTY DIRECTOR: TRAINING AND DEVELOPMENT REF NO: REFS/014062

**SALARY**: R744 255 per annum (All-inclusive package)

**CENTRE**: Johannesburg


**DUTIES**: Conduct training needs analysis and development of the Department’s Workplace Skills Plan (WSP). Provide and facilitate the provision of the Training and Development programmes. Manage the administration of the Bursary Scheme. Develop and facilitate the implementation of the HRD Strategy and Plans. Manage the implementation of the Onboarding and Orientation Programmes as well as the Internship and Learnership Programmes; and facilitate the implementation of career management programmes including succession planning, talent management, retention, career pathing, job rotation, job enrichment and team leadership. Management of the Training and Development Unit. Management of the team within the sub-directorate.

**ENQUIRIES**: Ms A Mogaswa Tel No: 072 313 8052

**APPLICATIONS**: Please apply online at [http://professionaljobcentre.gpg.gov.za](http://professionaljobcentre.gpg.gov.za)
### POST 23/336

**CONSTRUCTION PROJECT MANAGER GRADE A REF NO: REFS/014335 (2 POSTS)**

**SALARY**: R728 829 - R777 771 per annum (Salary will be in line with the OSD Framework)

**CENTRE**: Ekurhuleni Region


**DUTIES**: Facilitate, coordinate, and monitor the implementation of Housing and Essential Services Delivery Programmes in the Ekurhuleni Region. Oversee project management processes applied by management, PRT’s and municipalities to ensure the delivery of quality housing products and services within the approved budget. Oversee general project management and implementation, and staff management. Ensure budget control and monitoring: Compile detailed housing delivery project budget and cash flow projections for each project, monitor and expedite submission and processing of claims. Be responsible for general management: Establish effective procedures to monitor and evaluate component effectiveness and adherence to legislative provisions for effectiveness, National, Provincial, and departmental policies, and other relevant legislation.

**ENQUIRIES**: Ms M Tshabalala Tel No: 063 691 4046

**APPLICATIONS**: Please apply online at http://professionaljobcentre.gpg.gov.za

### OFFICE OF THE PREMIER

*It is the department’s intention to promote equity by achieving all numeric targets as contained in the Department’s Employment Equity Plan by targeting the required race/gender for appointment. To promote equity, females of all races are encouraged to apply.*

**APPLICATIONS**: Applications must be submitted on the GPG Professional Job Centre website and on email at Recruitment.Premier@gauteng.gov.za. No late applications will be considered.

**CLOSING DATE**: 8 July 2022

**NOTE**: Qualifying applicants should submit their applications on the, New Application Form (Z83), found on www.dpsa.gov.za. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and intitialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Qualifications will be verified (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. 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 department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency
assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. NB. Requirement for all SMS posts, 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.

MANAGEMENT ECHELON

POST 23/337 : CHIEF DIRECTOR: RESOURCE MANAGEMENT REF NO: REFS/014359
Branch: Corporate Management

SALARY : R1 269 951 – R1 518 396 per annum (all-inclusive remuneration package)
CENTRE : Johannesburg
REQUIREMENTS : An NQF level 7 qualification in Public Administration, Administration, Strategic Management and any related fields. Minimum of 5 years’ experience in the Senior Management level at the Director level. Strategic leadership capability. Knowledge in Financial, project and change management. Outstanding planning, organizing, coordinating and analytical skills coupled with strong interpersonal relationship skills. Communication, networking, negotiation, presentation and multi-tasking skills are fundamental. Competency in policy development. Ability to work under pressure and willingness to work long hours.

DUTIES : The successful candidate will be responsible for providing corporate support services to management and staff. The role entails the implementation of the Human Capital Management, Information Technology and Security Management Strategies. Provide strategic direction to Internal HR, Information Technology and Security Management directorates. Manage the provision of internal communication and events management services such as staff meetings and human resources events. Provide high level management advice to Executive Management in order to ensure sound decision making and forward planning. Put systems in place and modernise operations within the areas of jurisdiction. Manage facilities and ensure a safe and secure working environment. Ensure sound systems of labour relations to ensure labour peace and social justice. Manage organisational development matters. Enhance the quality of employee’s work lives through the Employee Health and Wellness Programme. Enhance sound relations between management and organised labour. Deal with labour disputes and Implement strategies to prevent labour conflicts. Management of office accommodation, development of IT infrastructure and compliance with occupational health and safety. Monitor the implementation of minimum information security standards and vetting of employees and provide security technical support services. Develop policies and strategies in relation to Human Resources Management, Information Technology and Security Services. Represent the Office of the Premier at various intergovernmental forums internally and provincially. Develop the Annual Performance Plan and Budget of the Chief Directorate. Provide reports to Executive Management Team, Broad Management Team and any other governance structures from time to time. Lead special organisational projects. Management the budget and human resources of the Chief Directorate in an efficient and effective manner.

ENQUIRES : Ms Khanyisile Mafiri Tel 011 355 6060

DEPARTMENT OF ROADS AND TRANSPORT

APPLICATIONS : must be forwarded to GPDRTRecruitment@gauteng.gov.za or online on the GPG Professionaljobcentre. The Z83 is also compulsory for online applications. Applications received after the closing date will be disqualified. Errors and omissions will be rectified. The Department reserves the right not to fill the position.

CLOSING DATE : 15 July 2022
NOTE : Applicants should please note the following: A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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/trainingcourse/sms-pre-entryprogramme/. 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, it is mandatory that the selection committee will recommend candidates to attend a generic managerial competency assessment. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be required to enter into an annual performance agreement within three (3) months upon commencement of duty. The incumbent will be required to disclose her/his financial interest in accordance with the prescribed regulations. Qualifications will be verified (It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Preference will be given to women and Persons with disabilities. Applicants must utilize the new/ most recent Z83 application for employment form (compulsory) obtainable from www.dpsa.gov.za, all fields in Part A to D of the Z83 form must be completed; and Part E to G noting that there is limited space provided applicants often indicate “refer to Curriculum Vitae (CV) of see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified. The questions related to conditions that prevent re-appointment under Part F must be answered. Declaration must be completed and signed. 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.

MANAGEMENT ECHELON

POST 23/338 : CHIEF CONSTRUCTION PROJECT MANAGER REFS/014363 (3 POST)
Branch: Roads Infrastructure

SALARY : R1 058 69 - R2 007 819 per annum. (All-inclusive salary package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable prescripts. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience must be attached).

CENTRE : Johannesburg


DUTIES : Perform final review and approvals or audits on project designs according to design principles or theory Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. 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 redirect project services for the attainment of organisational objectives. 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 to the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks. Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to organisational needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES
Mr. Maanda Ndou, Tel no: (011) 355 – 7492

POST 23/339
DIRECTOR: HUMAN RESOURCES PLANNING AND ADMINISTRATION
REFS/014362 (1 POST)
Branch: Corporate Services

SALARY
R1 057 326 per annum. (An all-inclusive remuneration package) He package includes a basic salary (70% of package), a flexible portion that may be structured in terms of the applicable guidelines.

CENTRE
Johannesburg

REQUIREMENTS
Applicants must be in possession of a bachelor’s degree/an undergraduate qualification at NQF Level 7 recognised by SAQA in Human Resources Management/Public Administration or related Human Resources field. At least Five (5) years’ experience at middle/senior managerial level in Human Resources Planning and Administration. Excellent knowledge of the Public Management Framework; DPSA HR Planning Guideline and Toolkit; Change Management Strategic Framework; GPG and the Department’s policies and procedures; Policy Development; Implementation, Monitoring, Evaluation and Service Delivery Improvement Practices. Proven skills in the following areas: Strategic leadership and business partnering; Problem solving and decision-making; Communication, Negotiation and conflict management; Analytical and advanced program/project/resource and financial management; Job Evaluation; Planning and Organising; Report writing and Presentation. Proven track record of leading change management initiatives and applying innovative thinking. Nyukela SMS Pre-entry certificate.

DUTIES
Overall management of the Directorate: Human Resources Planning and Administration, (including overseeing the development and implementation of business plans outlining critical strategic/service delivery improvement interventions to be implemented in accordance with the relevant legislation, the department’s strategic plan and service delivery needs, for all units in span of control. Plan, co-ordinate, develop, implement, monitor, evaluate, improve, control and market Human Resource Administration, Employment Well-being and Organisational Development, as well as Employment Equity and HR Management Information policies/strategies/programs/practices/services within the Department in accordance with the legislative determinations, service delivery priorities and customer need; and the effective marketing/communication of such. Enter into and manage a number of Service Level Agreements with Human Resources Service Providers, in accordance with procurement policies. Building of sound and sustainable relationships/partnership with all role-players/stakeholders towards
achievement of Departmental objectives. Oversee the collation of data on interventions, and reconfiguration of such for reporting purpose.

ENQUIRIES : Mr. Maanda Ndou, Tel no: (011) 355 – 7492

OTHER POSTS

POST 23/340 : CONSTRUCTION PROJECT MANAGER REFS/014361 (17 POST)
Branch: Roads Infrastructure

ENQUIRIES : Mr. Maanda Ndou, Tel no: (011) 355 – 7492

PROVINCIAL TREASURY

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

APPLICATIONS : Applications must be submitted on a duly New signed Z83 form, comprehensive CV, only shortlisted candidates will submit certified documents. Application should be submitted at Gauteng Provincial Treasury:Ground Floor, Imbumba House, 75 Fox Street, Marshalltown, Johannesburg, or posted to:
Private Bag X12, Marshalltown, 2107. 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

**CLOSING DATE**: 11 July 2022 at 12H00

**NOTE**: Applications must be submitted on new Z83 form, 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 specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. The copies of qualifications, ID, drivers' licence and relevant certificates need not be attached when applying for the post. Only shortlisted candidates will be required to submit certified documents on or before the interview date following communication from HR. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. The persons appointed to this position will be subjected to a security clearance. SMS candidates will be required to undergo a Competency Assessment as prescribed by the DPSA. All shortlisted candidates for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. Gauteng Provincial Treasury (GPT) reserves the right to utilise practical exercises / tests for non-SMS positions and during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). GPT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process. Prospective applicants must please use the new Z83 which is effective as at 01 January 2021, should an application be received using the incorrect application for employment (Z83) form, it will not be considered. Application forms must be placed in a box on the ground floor, clearly marked Gauteng Provincial Treasury. Treasury will not be held responsible for application placed in the wrong box. All applicants are required to fill the register as confirmation that they submitted their applications.

**MANAGEMENT ECHELON**

**POST 23/341**: CHIEF DIRECTOR: SCM CLIENT SUPPORT REF NO: GPT/2022/6/7

**Chief Directorate**: Provincial Supply chain Management

**SALARY**: R1 269 951 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE**: Johannesburg

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) as recognised by SAQA in Supply Chain Management, BCom Accounting or Economics or Public Administration. 5 - 10 years’ experience in Senior Management Level in the public sector, SCM development, implementation and management of large-scale public and or private sector capacity development projects. Broad knowledge and understanding the Regulations. Working knowledge Legal processes in South Africa. Knowledge of Basic Conditions of Employment Act.

**DUTIES**: To ensure the implementation of the SCM framework, Transversal contracts and client support within Provincial Departments and Entities. Ensure compliance on SCM regulatory framework; Monitor, evaluate and report on procurement spend: Provide SCM client support and develop SCM capacity; Enhance compliance with infrastructure procurement framework.

**ENQUIRIES**: Ms. B Mtshizana Tel no: 011 227 9000

**POST 23/342**: CHIEF DIRECTOR: CONTRACT MANAGEMENT AND STRATEGIC PROCUREMENT REF NO: GPT/2022/6/8

**Directorate**: Provincial Supply Chain Management
**SALARY**: R1 269 951 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE**: Johannesburg

**REQUIREMENTS**: An undergraduate qualification Degree (NQF level 7) as recognised by SAQA BCOM general or BCOM Law or Public Administration or BCOM Supply Chain Management. 5 – 10 years of experience at the Senior Management level. 5 – 10 years of experience as a procurement or supply chain professional. Experience in a Senior Management position, accustomed to leading and managing contract management business unit. Experience and understanding of the South African marketplace. Knowledge of procurement best practices including sourcing strategies and the different mechanisms for procurement.

**DUTIES**: To provide procurement related services driven by a customer focus ethos at the right time, the right place and at a demonstrably improved and competitive cost utilizing benchmark processes. The role is further responsible for the management business continuity and the identification and prioritization of potential risks in the respective business unit. Responsible for running a business that procures R3.5 Billion worth of goods and services annually across a variety of commodity areas and a diverse customer base; Responsible for a procurement organisation staffed with approximately 300 procurement officials; Responsible for devising a procurement strategy that optimises the balance between achieving lowest cost purchases and sustainable SMME development; Responsible for managing the relationship between the SSC and the customer (i.e. Line Departments) on procurement matters; and Responsible for a large warehousing operation that maximises centralised stockholding and delivers approximately R1.4 Billion worth of goods to institutions through a shared supply chain.

**ENQUIRIES**: Ms. B Mtshizana Tel no: 011 227 9000

**POST 23/343**: DIRECTOR: ACCOUNTING AND REPORTING REF NO: GPT/2022/6/9
Directorate: Financial Governance

**SALARY**: R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE**: Johannesburg

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) as recognised by SAQA majoring in Accounting or Financial Management. 5 years relevant experience in MMS/SMS level in Accounting or Financial Management field. An in-depth knowledge of the Public Finance Management Act (PFMA) 1 of 1999 as amended, the Treasury Regulations, Division of Revenue Act (DORA) and other Public Sector related regulatory framework. Thorough knowledge of accounting methodologies, concepts, principles and standards applicable in the public sector, General Recognised Accounting Practice (GRAP), Modified Cash Standards (MCS). Strong computer literacy, sound interpersonal relationship skills, effective communication skills (both written and verbal), Analytical, problem solving and decision-making skills.

**DUTIES**: Prepare an submit GPG Consolidated Annual Financial Statement (CAFS) to Auditor General South Africa (AGSA) for audit; submit the CAFS to the MEC for tabling at Legislature; Reduction in material amendments to the AFS of departments and entities: Support all GPG departments and entities to improve audit outcomes: Manage the implementation ad hoc project as and when required: Communicate with departments and entities in relation to the financial reporting; Management of the Accounting and Reporting directorate.

**ENQUIRIES**: Ms. B. Mtshizana Tel no: 011 227 9000

**POST 23/344**: DIRECTOR: MUNICIPAL ASSET MANAGEMENT REF NO: GPT/2022/6/10
Chief Directorate: Municipal Finance Management

**SALARY**: R1 073 187 per annum (All-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable roles.

**CENTRE**: Johannesburg

**REQUIREMENTS**: A Degree (NQF level 7) as recognised by SAQA in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting.5 years’ experience in Financial Management/ Accounting/ Auditing/ Internal Auditing/ Cost Management or Cost Accounting. 5 years of experience at middle/senior managerial level. At least 5 years working experience in local government on Asset Management or Provincial Treasury’ MFMA Asset Management Unit. Knowledge of Public Service Act and
Regulations, Municipal Finance Management Act and Regulations, Municipal Systems Act and Municipal Structure Act, Disaster Management Act. Communication skills, planning and organising skills, Conflict management and resolution, Negotiation skill, Analytical skills and Problem-solving skills.

**DUTIES**

Manage and provide strategic leadership to the directorate. Provide strategic direction on the monitoring of asset management issues in local authorities and advice, guidance and provide remedial actions where required. Manage and promote the alignment of asset management strategies to the annual budget, the IDP of the municipality and provincial strategies, manage the monitoring and reporting of expenditure (capital and repairs & maintenance) against the budgets of municipalities, manage the oversight process of monitoring the development of asset management strategies or master plans by municipalities and provide technical advice on asset management related issues. Provide strategic leadership over the monitoring, evaluation and reporting on compliance by municipalities with asset management practices against the legislated prescripts, strategically enhance the monitoring of compliance with the Municipal Finance Management Act, its corresponding MFMA Regulations and National treasury with regards to assets management. Provide relevant strategic support to municipalities pertaining to municipal asset management and related processes. Manage effective and strategic intergovernmental relations (internally and externally), coordinate and provide required inputs to departmental, branch or chief directorate reports or processes.

**ENQUIRIES**

Ms. B. Mtshizana Tel no: 011 227 9000

**POST 23/345**

DIRECTOR: QUALITY ASSURANCE REF NO: GPT/2022/6/11

Directorate: Gauteng Audit Services

Re-advertisement. Candidates who applied previously are encouraged to re-apply.

**SALARY**

R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE**

Johannesburg

**REQUIREMENTS**

An undergraduate qualification (NQF level 7) as recognised by SAQA in Auditing/ Accounting, and Certified Internal Auditor (CIA) would be an added advantage. Minimum of 7 years’ experience in Internal Quality Assurance within the internal audit environment with 5 years MMS/SMS experience. Knowledge of PFMA, and other relevant legislation. Knowledge of developments and standards within the Internal Audit field. Knowledge of GAAP/ GRAP and IAS.

**DUTIES**

To manage the Internal Audit quality assurance and related services. Plan and implement an internal quality assurance programme. Compile and negotiate Service Level Agreements (SLA’s) with departments. Compile and update the internal audit standards, operations and administrative manuals. Liaison with Manager and audit staff. Monthly reporting concerning expenditure. Preparing and monitoring cluster budgets. Ensuring that staff receive adequate training and that technical expertise are maintained. Appraisal of cluster staff in line with the current approved staff appraisal system. Co-ordinate the compilation a strategic plan for internal audit over a five-year period and updating the plan on an annual basis. Issue monthly progress to clients. Be responsible for the Human Resource Management and financial resources of the cluster as delegated to the Client Manager (leave, bursaries, recruitment, etc). Identify recruitment requirements for the cluster as per the approved staff structure and participate in the interview and selection of new staff. Responsible for quality assurance of all audit work performed in the cluster. Manage the internal audit content on the departmental intranet. Manage and monitor the internal audit infrastructure. Perform the research and development function within audit field.

**ENQUIRIES**

Ms. B Mtshizana Tel no: 011 227 9000

**POST 23/346**

DIRECTOR: STRATEGIC SOURCING REF NO: GPT/2022/6/12

Directorate: Provincial Supply Chain Management

Re-advertisement. Candidates who applied previously are encouraged to re-apply.

**SALARY**

R1 073 187 per annum (all-inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

**CENTRE**

Johannesburg
**REQUIREMENTS**: An undergraduate qualification (NQF Level 7) as recognized by SAQA in Supply Chain Management or BCom or Public Administration. A relevant postgraduate qualification will be an advantage. 5 years of experience at Middle/Senior management level. 5 years or more years’ experience in the Supply Chain Management Strategic Sourcing field.

**DUTIES**: To provide strategic procurement related services to client departments and entities. Assist in the development of sourcing strategies that will assist GPG to strategically procure commodities. Manage and oversee the implementation of strategic sourcing in departments and monitor cost reduction. Identify targeted spend areas; create sourcing teams that will analyze commodities leverage such commodities in order to achieve government socio-economic strategies and objectives. Analysis of spending patterns to assist optimize budget and planning process and enable sourcing practitioners to make better informed decisions. Manage and report on Service Level Agreements with client departments and entities.

**ENQUIRIES**: Ms. B Mtshizana Tel no: 011 227 9000

**POST 23/347**: DIRECTOR: LOCAL GOVERNMENT FISCAL POLICY AND RESEARCH SPECIALIST REF NO: GPT/2022/6/13

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Finance/ Local Government/ Law/ Public Policy/ Local Government Finance. 5 years’ experience at MMS/SMS level. 5 - 10 years’ experience in Local Government or related field. Previous experience in managing research processes, the publication and the presentation of Local Government Finance publications at Intergovernmental For a will be a requirement.

**DUTIES**: Research and policy guidance, development around local government tax and tariff instruments. Managing the provision of Departmental input into policy and legislative processes of various local government authorities and National public service departments, as it relates to local government. Management of the stakeholder engagement process in the development of sector policies and strategies, which must include the necessary and relevant consultation across all levels. Management, drafting and publication of research reports on issues relating to the local government financial governance and finance. Management of the liaisons with all internal, external policy and research stakeholders. Guidance, evaluation and monitoring of the drafting of policy amendments and policy, enhancements pertaining to local government. Management of the preparation of opinion and interpretation of policies. Determine and analyse key economic variables, their interrelations and relevance for the budget through inter alia: Perform periodic analysis, maintenance and update of provincial local government socio-economic indicators in the database. Conduct, coordinate and publish relevant local government publication and research. Provide technical and strategic support in local government socio-economic research, analysis and development. Strategic, Operational and Institutionalise co-ordination, support and guidance to the MFG Branch on its MFMA related functions, oversight and intervention role.

**ENQUIRIES**: Ms. B Mtshizana Tel no: 011 227 9000

**POST 23/348**: DIRECTOR: PUBLIC PRIVATE PARTNERSHIP (PPP) REF NO: GPT/2022/6/14

**REQUIREMENTS**: An undergraduate qualification (NQF level 7) as recognised by SAQA in Built Environment or Finance or Legal or Public Management or Public Administration. 5 years’ experience at Middle/Senior Management level. 5 years or more years’ experience in the Supply Chain Management Strategic Sourcing field.
years’ experience in the appraisal, affordability assessments, value for money assessments and financial modelling of PPPs or large infrastructure projects. Knowledge of legislative and other requirements pertaining to public financial management: Municipal Financial Management Act, Treasury Regulations and Instructions, Preferential Procurement Policy Framework Act & Regulations and Public Private Partnership Frameworks & guidelines.

**DUTIES**

Promote the use of alternative service delivery funding options for infrastructure Projects of Provincial Departments, Provincial Public Entities and Municipalities. Provide and guide technical assistance, advise and support on PPP projects including affordability assessments, value for money assessments and financial modelling. Lead and provide PPP training and capacity building to the Provincial and Local Government Spheres of Government. Assist with the appraisal of PPP projects from an infrastructure perspective. People management.

**ENQUIRIES**

Ms. B Mtshizana Tel no: 011 227 9000
**ANNEXURE T**

**PROVINCIAL ADMINISTRATION: KWAZULU NATAL**

**DEPARTMENT OF HEALTH**

**OTHER POSTS**

**POST 23/349**

**HEAD CLINICAL UNIT (PSYCHIATRY) GRADE 1 REF NO: NGWE 03/2022**

Department: Psychiatry

**SALARY**

R1 754 739 – R1 862 412 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

**CENTRE**

Ngwelezana Tertiary Hospital

**REQUIREMENTS**

Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health professions Council of South Africa as Medical Specialist in Psychiatry. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry. A minimum of 3 years appropriate experience as a Medical Specialist in Psychiatry after registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Knowledge, Skills, Attributes and Abilities: Sound knowledge of clinical concepts within the discipline of Psychiatry including the appropriate legislative framework that guides Mental Health Care Services in South Africa. Good skills to carry out advanced clinical services, including forensic psychiatry. Good communication, leadership, decision-making and clinical skills. Understanding of basic HR matters including Labour Relations. Research and organization ability. Supervisory and teaching skills. Ability to work in a team. Ability to diagnose and manage most common psychiatry conditions, including emergencies. Computer literacy in MS Outlook, Excel, Word and PowerPoint. Valid driver’s license.

**DUTIES**

Render an efficient and cost-effective psychiatric services to patients managed by Ngwelezana Hospital in Region 4. Co-ordinate specialist services for the discipline within Region 4 (King Cetshwayo, Zululand and Umkhanyakude districts) to ensure equitable distribution of all resources to achieve optimal patient care within defined levels of institutional responsibility. Deliver effective and efficient administration in the psychiatry department. Participate in planning and training of staff including registrars, medical officers, community service doctors, medical interns and decentralized UKZN medical students. Participate in the development and coordination of on-going delivery of under and post graduate teaching in specialized fields. Participate in the development of tertiary services in the entire Region 4. Provide clinicians with expert advice and opinion to aid diagnosis, management and treatment of patients. Attend out-patient psychiatric specialist clinic and in-patient and provide expert opinion where required and participate in provisioning of a 24-hour service. Provide vision, strategic direction and inspire employees to deliver excellent, quality health services. Strengthen clinical governance. Manage performance of junior staff within the area of control, through EPMDS and other departmental protocols and procedures. Ensure that the environment complies with Health and Safety Act, staff adheres to the safety precautions and that is maintained to attain optimal productivity. Participate in the formulation and management of protocols in accordance with the Department of Health policies that will have a positive impact on staff and ensure that staff is aware of these protocols. Compile medium and long term expenditure framework and implement fiscal control measures on an ongoing basis. Provide measures and guidance on quality assurance to comply with set quality standards. Provide safe, ethical and high quality of care through the development of standards, audits, research and assessments in the following areas: Clinical and customer care (patient perspective). Be part of a team work and improve relations within and between other specialties and other stakeholders within the referral system to improve service delivery capacity, including the Mental Health Review Board. Close the gap to provide full package of service. Participate in the
development, monitoring and evaluation of systems with performance indicators, outputs, outcomes and target in agreement with the institutional management. Participate in the planning and provision of continuous medical education to multidisciplinary team members. Comply with National Core Standards. Ensure that the institution renders care within the framework of the Mental Health Care Act.

ENQUIRIES:
Dr. P Milligan Tel No: 035 901 7000

APPLICATIONS:
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION:
Mr MP Zungu

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

CLOSING DATE: 08 July 2022

POST 23/350: MEDICAL SPECIALIST GRADE 1, 2, 3 REF NO: NGWE 04/2022

Department: Internal Medicine

SALARY:
Grade 1: R1 122 630 – R1 191 510 per annum
Grade 2: R1 283 592 - R1 362 363 per annum
Grade 3: R1 489 665 – R1 862 412 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

CENTRE:
Ngwelezana Tertiary Hospital

REQUIREMENTS:
Senior Certificate / Grade 12. Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Appropriate tertiary qualification in the Health Science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Grade 1: No experience required. Grade 2: A minimum of five (05 years relevant experience after registration with Health Profession Council of South Africa (HPCSA) as a Medical
Specialist in Internal Medicine. **Grade 3:** A minimum of ten (10) years relevant experience after registration with the Health Profession Council of South Africa (HPCSA) as a Medical Specialist in Internal Medicine. Knowledge, Skills, Attributes and Abilities: Sound clinical concept within the specific domain. Ability to work in multidisciplinary team. Teaching and supervisory skills. Good verbal and written communication skills and interpersonal skills. Knowledge of all Public Service Legislation, Policies and Procedures. Conflict management skills. Innovation, drive and stress tolerance. Concern of excellence.

**DUTIES:**

Provide specialist care to patients requiring services within your specific domain. Provide specialist care in the outpatient clinics. Provide after-hours coverage in Internal Medicine and ensure continuous clinical support to junior staff. Undertake training of undergraduate and post graduate medical students and also support relevant clinical research, clinical trials and CPD activities. Conduct specialist regular ward rounds and administer expert interventions that will expedite the management of patient care. Provide outreach to surrounding District Hospitals that refers patients to Ngwelezana Hospital. Active participation in quality improvement programs including clinical audits and continuous professional development activities in Ngwelezana Hospital and Region 4. Assist with the setting of protocols for management of patients, equipment and other relevant procedures. Ensure equipment is maintained and functional at all times. Attend to administrative matters as pertains to unit. Manage / supervise allocated human resources. Comply with all legal prescripts i.e. Acts, Legislative, Policies, Circulars, Procedures, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical standards.

**ENQUIRIES:**

Dr. KS Shange Tel No: 035 901 7000

**APPLICATIONS:**

Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION:**

Mr MP Zungu

**NOTE:**

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

**CLOSING DATE:**

08 July 2022
POST 23/351

MEDICAL SPECIALIST: RADIATION ONCOLOGY
REF NO: MEDSPECONCO/01/2022 (X2 POSTS)

Department: Oncology

SALARY

Grade 1: R1 122 630 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 2: R1 283 592 per annum, (all-inclusive salary package), excluding commuted overtime
Grade 3: R1 489 865 per annum, (all-inclusive salary package), excluding commuted overtime

CENTRE

Inkosi Albert Luthuli Central Hospital

REQUIREMENTS

MBChB or equivalent. Registration Certificate as a Specialist: Radiotherapy Oncologist with the HPCSA and Current Registration Card with HPCSA.
Experience:
Grade 1: Registrars who have completed their training may also apply on condition that their appointment will be subject to them submitting documentary evidence of registration with Health Professional Council of South Africa as a Specialist in Radiation Oncology.
Grade 2: Five (5) years appropriate experience as a Medical Specialist after registration with the HPCSA as a Specialist in Radiation Oncology.
Grade 3: Ten (10) years appropriate experience as a Medical Specialist after registration with HPCSA as a Specialist in Radiation Oncology.

Knowledge, Skills, Training and Competencies Required:
Sound clinical knowledge within the discipline. Ability to deal with all oncological emergencies. Knowledge of ethical medical practice. Ability to assess, diagnose and manage adult patients with solid organ malignancies and selected lymphomas. Competent in the radiotherapy management of paediatric malignancies.

DUTIES

 Provision of holistic care for oncology patients in the Ethekweni Oncology complex including Addington and Inkosi Albert Luthuli Hospitals. Maintain medical records. Participate in the Quality Improvement Programmes of the Department/Hospital. Maintain clinical, professional and ethical standards. Be involved in community-orientated/outreach programmes including the provision of expert advice and services to all health facilities within the province as delegated by head of department and the needs of the Province. Participation in provision of postgraduate health personnel teaching. Attend departmental academic sessions and meetings. The successful applicant will be required to perform after hour duties and be part of a multi-disciplinary team when deemed necessary. Participate in Clinical Governance.

ENQUIRIES

Dr Shona Bhadree Tel No: 031 240 1920

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. 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 APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the It is the applicant’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 application. Failure to comply will result in the application not being considered 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.

CLOSING DATE

08 July 2022
POST 23/352  :  PRINCIPAL CLINICAL PSYCHOLOGIST REF NO: GS 26/22
Component: Medical and Allied Health (Dept. Of Clinical Psychology)
Applicants who previously applied must re-apply

SALARY  :  R1 040 697 – R1 155 006 per annum, (all inclusive package) consists of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules.

CENTRE  :  Greys Hospital, Pietermaritzburg

REQUIREMENTS  :  Senior Certificate or equivalent. An appropriate qualification that allows registration with the HPCSA as a Clinical Psychologist. Certificate of Registration with the HPCSA. Proof of current registration with the HPCSA as a Clinical Psychologist. A minimum of 3 years appropriate work experience as clinical psychologist after registration with the HPCSA as a Clinical Psychologist. Knowledge, Skills and Experience: Comprehensive knowledge of psycho-diagnostic and therapeutic interventions suitable to a (tertiary) hospital setting. Clinical skills include individual clinical and psychometric assessment, individual psychotherapy, group psychoeducation and therapy skills. Sound knowledge of policies, protocols and procedures applicable to the profession and the hospital. Ability to co-ordinate psychological intervention in specialist medical fields. Good verbal and written communication skills; good time management skills; meeting tight deadlines. Computer proficiency, including experience with Microsoft Office package. Good interpersonal, decision-making and problem-solving skills. Resilience, self-motivation and dedication to service ethic. Strong generic leadership and management skills and competencies. Recommendation: Managerial/ supervisory experience would be an added advantage.

DUTIES  :  Management (planning, organizing, leading and controlling) of the Clinical Psychology Department with the aim of providing optimum, effective and efficient tertiary mental health care and psychology services to all its clients. Designing, implementing and coordinating holistic psychology programmes for patients within a multi-disciplinary team framework, through consultation/ liaison with other departments/ stakeholders when required. Ensure compliance with policies and procedures. Responsible for general administrative duties, including hosting and participation in meetings, maintain records and statistics, strategic and operational planning, HR-related activities, risk management, etc. Actively engage in supervision, training and development of staff, including training and supervision meetings and activities (CPD-accredited), EPMDS, mentoring, reward and recognition programme, etc. Management and updating of treatment protocols, assessment tools, policies, SOPs, protocols. Addressing quality and risk-related aspects, including QIPs, National Core Standards compliance and risk register. Facilitation of relevant health promotion and related activities. Facilitation of advisory and support role, e.g. Ethics consultations, ethics meetings, medico-legal cases, etc. Maintain current research collaborations; Generate and supervise research in the field of clinical psychology.

ENQUIRIES  :  Dr. E Marais Tel No: 033 897 3324

APPLICATIONS  :  Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, 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 Z83 form and a detailed curriculum vitae. The employment equity target for this post is: African Male, African Female, Coloured Male.

CLOSING DATE  :  08 July 2022

POST 23/353  :  DEPUTY MANAGER NURSING REF NO: CJMH 08/2022
Component: Nursing

SALARY  :  R856 272 - R963 723 per annum, all-inclusive package, (Consist of 70% basis salary and 30% flexible portion that may be structured in terms the applicable rules). Other Benefits: Rural Allowance 12%

CENTRE  :  Charles Johnson Memorial Hospital

REQUIREMENTS  :  Grade 12 / Senior Certificate. Degree in General Nursing & Midwifery. Degree in Nursing Administration. Registration Certificate with SANC. Current receipt (annual registration – 2022). A minimum of 9 years appropriate experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5yrs of the period referred above must be appropriate /

DUTIES: Provide guidance and leadership towards the realization of strategic goals and objectives of the division. Provide professional, technical and management support for the provision of quality patient care through proper management of Nursing care programs. Advocate and ensure the promotion of Nursing ethos and professionalism. Develop and moni
2 requires a minimum of six years (6) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa. **Grade 3:** Ten (10) years relevant experience as a Medical Officer after registration with HPCSA as a Medical Practitioner. The appointment to Grade 3 requires a minimum of eleven Years (11) relevant experience after registration as a Medical Practitioner with a recognised foreign health professional council in respect of foreign qualified employees, of whom it is not required to perform Community Service, as required in South Africa.

**Recommendations:** Completion of the ATLS and ACLS and PALS (or APLS) courses. Proof of additional training such as Dip PEC or DA, completion of FCS (SA) training but not yet registered as specialist. Knowledge, Skills, Training and Competencies Required: Sound knowledge of medicine, surgery and paediatrics including the recognition and management of emergencies in both adults and children. Knowledge of principles of peri-operative care, and supportive management of the critically ill burn or trauma patient.

**DUTIES:** Initial resuscitation, ongoing ward management and perioperative care of the acute trauma and burns patients. Assisting with the operative management of the trauma and burns patient. Participation in the audit, academic and research programs of the trauma unit. Calls will be done in the trauma ICU and cover Burns unit, during the call the successful candidate will be responsible for both trauma/burns patients and transplant unit emergencies. Calls are done on-site (NB after a minimum of 6 months the experience may be signed off as required ICU-time for the surgical intermediate exam for those not yet at that level) Participation in the burn care and trauma team. Due to the participation in the Trauma Team the requirement is for completion of ATLS/ACLS and PALS as per the TSSA Level 1 Trauma Center accreditation status.

**ENQUIRIES:** Dr. TC Hardcastle Tel No: 031-240-1000 ext 2389 / speed-dial 6195

**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. 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 APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the It is the applicant’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 application. Failure to comply will result in the application not being considered 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.

**CLOSING DATE:** 08 July 2022

**POST 23/355:** MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 05/2022 Department: Anaesthetic and Intensive Care Unit

**SALARY:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Salary Per Annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 1</td>
<td>R833 523 – R897 939</td>
</tr>
<tr>
<td>Grade 2</td>
<td>R953 049 - R1 042 092</td>
</tr>
<tr>
<td>Grade 3</td>
<td>R1 106 037 – R1 382 802</td>
</tr>
</tbody>
</table>

13th Cheque, Medical Aid (Optional). Housing Allowance (employee must meet the prescribed requirements); 18% In-hospital area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible
portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

**CENTRE**  
Ngwelezana Tertiary Hospital

**REQUIREMENTS**

Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). **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. 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. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage.

**DUTIES**

Provision of quality patient-centred care for all patients within the Department of Anesthetics and Critical Care unit. Examine, investigate, diagnose and oversee the treatment of patients. Provision of after-hours services to care in the department of Anesthetic and Critical Care. Assist in the development of undergraduate and or post graduate medical students and interns. Participation in activities within the discipline including case presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Observe and comply with all departmental policies and guidelines regulating employment relationship and clinical functioning. Perform other duties as assigned by the supervisor or other senior officials.

**ENQUIRIES**

Dr. S Sewpersad Tel No: 035 901 7000

**APPLICATIONS**

Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION**

Mr MP Zungu

**NOTE**

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

CLOSING DATE : 08 July 2022

POST 23/356 : MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 06/2022
Department: Emergency Medicine (Emergency Department)

SALARY : Grade 1: R833 523 – R979 939 per annum
Grade 2: R953 049 - R1 042 092 per annum
Grade 3: R1 106 037 – R1 382 802 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

CENTRE : Ngwelezana Tertiary Hospital

REQUIREMENTS : Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current and previous working experience endowed by Human resource department (certificate of service). 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. 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. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage.

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: Dr. S Garach Tel No: 035 901 7234
APPLICATIONS: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

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

CLOSING DATE: 08 July 2022

POST 23/357: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 07/2022
Department: Surgery

SALARY: Grade 1: R833 523 – R897 939 per annum
Grade 2: R953 049 - R1 042 092 per annum
Grade 3: R1 106 037 – R1 382 802 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS: Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). 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.
(HPSCA) 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 (HPSCA) 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. 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. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage.

**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:**

Dr. G Oosthuizen Tel No: 035 901 7000

**APPLICATIONS:**

Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION:**

Mr MP Zungu

**NOTE:**

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

Applicants are submitting Z83 and CV only, no other attachments must accompany the application. 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.

**CLOSING DATE**: 08 July 2022

**POST 23/358**: MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 08/2022

Department: Internal Medicine

**SALARY**:
- Grade 1: R833 523 – R897 939 per annum
- Grade 2: R953 049 - R1 042 092 per annum
- Grade 3: R1 106 037 – R1 382 802 per annum

13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 18% In-Hospital area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules). Commuted overtime which is determined by service delivery needs of the department.

**CENTRE**: Ngwelezana Tertiary Hospital

**REQUIREMENTS**: Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). 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. 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. Current ATLS/BLS/ACLS/PALS an advantage to candidates. DipPEC additionally an advantage.

**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**: Dr. KS Shange Tel No: 035 901 7000

**APPLICATIONS**: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880.

**FOR ATTENTION**: Mr MP Zungu

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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. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. 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.

**POST 23/359**

**MEDICAL OFFICER GRADE 1, 2, 3 REF NO: NGWE 09/2022**

**Department:** Orthopaedic

**CENTRE:** Ngwelezana Tertiary Hospital

**REQUIREMENTS:**

Senior Certificate / Grade 12. Appropriate medical qualification in Health science (MBChB). Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Medical Practitioner. Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

**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. Knowledge,

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: Dr. J Moolman Tel No: 035 901 7000

APPLICATIONS: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION: Mr MP Zungu

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

CLOSING DATE: 08 July 2022

POST 23/360: CLINICAL PSYCHOLOGIST GRADE 1, 2, 3 REF NO: NGWE 10/2022

Department: Psychology

SALARY: Grade 1: R724 062 – R796 041 per annum

Grade 2: R844 884 – R937 704 per annum
Grade 3: R970 529 – R1 155 006 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 12% In-hospitable area allowance. All-inclusive salary package per annum (70% of basic salary and 30% benefits i.e. flexible portion that can be structured in terms of applicable rules).

CENTRE: Ngwelezana Tertiary Hospital
REQUIREMENTS: Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Psychologist.
Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist. Proof of current and previous working experience endorsed by Human Resource department (certificate of service).

Grade 1: No experience required after registration with the Health Professional Council of South Africa (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa.
One-year experience after registration with the Health Professional Council of South Africa as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service, as required in South Africa. Grade 2: A minimum of eight (08) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of nine (09) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of sixteen (16) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of RSA qualified employees who performed Community Service, as required in South Africa. A minimum of seventeen (17) years relevant experience after registration with the Health Professional Council (HPCSA) as a Psychologist in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa.


DUTIES: Ensure the rendering of clinical psychology services to hospital facilities. Organize and implement events for mental health public awareness in line with Hospital health promotion events calendar. Be part of multidisciplinary team. Participate in rendering outreach services to regional and district hospitals and PHC facilities. Participation in the development of psychological services in the region. Participation in academic activities. Participate in Quality improvement programmes in the Psychology Department and the hospital. Participate in ongoing professional development within the Department and hospital.

ENQUIRIES: Dr. G Douglas Tel No: 035 901 7086
APPLICATIONS: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
FOR ATTENTION: Mr MP Zungu
NOTE: Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must
accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. 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.

CLOSING DATE : 08 July 2022

POST 23/361 : OPERATIONAL MANAGER NURSING: (SPECIALTY NURSING STREAM)
PN-B3 THEATRE REF NO: OPMAN (SPEC NURS) THEATRE/1/2022

SALARY : R571 242 per annum, plus 13th cheque, Housing Allowance: Employee must meet prescribed requirements. Medical Aid: optional

CENTRE : Inkosi Albert Luthuli Central Hospital

REQUIREMENTS : Degree/Diploma in General Nursing plus 1 year post basic qualification (DOTT/Operating Theatre Nursing). Current registration with SANC as General Nurse and in required field as indicated above. A minimum of 9 years appropriate recognisable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing is required. At least 5 years of this period must be appropriate/recognisable experience in the Theatre speciality after obtaining the required 1-year post- basic qualification. Basic qualifications, Knowledge, Skills, Training and Competencies Required: Demonstrate an in-depth understanding of nursing legislation and related legal and ethical nursing practices. Knowledge of IHRM (Ideal Health Realization maintenance) guidelines. Possess communication skills for dealing with patients, supervisors and other members of the multi-disciplinary team including the writing of reports when required. Good human relations displaying a concern for patients, promoting and advocating proper treatment and care including a willingness and awareness to respond to patient’s needs and expectations (Batho Pele and Patients’ Rights charter). Demonstrate a basic understanding of HR and Financial policies and practices. Demonstrate basic computer literacy as a support tool to enhance service delivery. Ability to plan and organise own work, time and that of support personnel to ensure proper nursing care in the unit.

DUTIES : Work as part of a multi-disciplinary team to ensure quality health outcomes. Ensures cost-effective, equitable and efficient utilization of human and material resources. Perform a quality comprehensive clinical nursing practice in accordance with the scope of practice and nursing standards determined by Office of Health Standards Compliance and IALCH. Achieve hospital performance indicators for theatres at IALCH. Ensure compliance to professional and ethical practice. Work effectively and amicably at supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Ensure and facilitate implementation of healthcare standards as guided by the National Core Standard. Participates and facilitates implementation of priority programs of health department. Facilitates and supports continuous professional development and research within the unit. Manage data and information systems within area of work. Perform duties as allocated by the Assistant Manager-Nursing Specialty. Rotation within theatre complex will be implemented.

ENQUIRIES : Miss NO Mkhize Tel No: (031) 240 1063
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. 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 APRC/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note That Due To Financial Constraints, There Will Be No Payment Of S&T Claims.

**CLOSING DATE** : 08 July 2022

**POST 23/362** : **OPERATIONAL MANAGER (PHC) REF NO: EZAK 1/2022 (X1 POST)**

**SALARY** : Grade: 1: R571 242 – R642 933 per annum. Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (subject to meeting prescribed requirements) plus 8% Rural Allowance

**CENTRE** : Ezakheni E Clinic

**REQUIREMENTS** : National Senior Certificate/ Grade 12 or equivalent qualification that allow registration with the South Africa Nursing Council as a Professional Nurse .Proof of current registration with SANC (2022 receipt) as a professional nurse . A minimum of 09 years recognizable experience in nursing after registration as professional nurse with SANC in General Nursing of which 5 years must be recognizable experience after obtaining one year post basic qualification in Primary Health Care. Proof of previous and current work experience endorsed and stamped by Human resource Department. Certificate of service endorsed by HR is required. Knowledge, Skill, Training and Competencies Required. Knowledge of nursing care process and processes and procedures , nursing statutes, and other relevant legal framework such as :Nursing act , Occupational health and safety act , Patient right’s charter , Batho-plele principles , Public service regulations act , Disciplinary code and procedures , Grievance procedure etc. Leadership, organizational decision making and problem solving abilities within the limits of the public sector and institutional policy framework. Interpersonal skills including public relations, negotiations conflict handling and counselling skills. Financial and budgetary knowledge pertaining to the relevant resources under management. Insight into procedures and policies pertaining to nursing care. Computer skills in basic programs.

**DUTIES** : Monitor and evaluate performance of Clinic staff according to asset standards, norms targets and to ensure effective reporting. Ensure provision of high quality comprehensive care through provision of preventive, curative and rehabilitative services. Ensure and monitor implementation and evaluation of all services including priority programs by all clinic staff members i.e Office of Health standard compliance, ideal Clinic and Nerve Centre / Operation Phuthuma. Provide relevant information to the Health care users to assist in the achievement of optimal health care. Maintain good relationship with relevant role players and stakeholders. Manage and monitor proper utilization of human, financial and other resources entrusted to you. Deal with disciplinary and grievance matters including monitoring and management of staff absenteeism. Provision of administrative services by planning, organizing, and ensure the availability of medicines, supplies and essential equipment .Ensure monitoring and evaluation of staff performance through the EPMD system. Ensure that there are effective systems for data management and reporting of quality data on relevant indicators at the hospital and local clinics. Support PHC re-engineering by ensuring that outreach teams are functional. Ensure effective implementation of Sukuma Sakhe programs to maximize patient care.

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Conduct patient satisfaction survey and waiting times for the clinics. Ensure adequate control and allocation of Human and Material resources. Be involved and assist other staff members in the clinical management of clients. Strengthening of complaints, compliment and suggestion management. Ensure that the facility complies with policies and guidelines for infection prevention control, occupational health, safety and management of Covid 19.

ENQUIRIES: Ms Y.T. Ndebele Tel No: 036 637 9600
APPLICATIONS: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.
FOR ATTENTION: Mr S.D.Mdletshe
NOTE: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from the website www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department. Person with disability are encouraged.

CLOSING DATE: 08 July 2022
POST 23/363: OPERATIONAL MANAGER GENERAL GRADE 1 REF NO: NGWE 11/2022
Department: Surgical Ward
SALARY: Grade 1: R450 939 – R507 531 per annum. 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospital area allowance.
CENTRE: Ngwelezana Tertiary Hospital
REQUIREMENTS: Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 7 years appropriate/recognizable experience in nursing after registration as a professional nurse. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Knowledge, Skills, Attributes and Abilities: Advanced knowledge and skills of nursing care processes and procedures, nursing statutes and other relevant legal framework. Strong interpersonal, communication and presentation skills. Ability to make independent decisions, problem solving and conflict resolution. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Insight into the public health sector strategies and priorities including nursing strategy, standard procedure and policies pertaining to nursing care. Basic computer skills.
DUTIES: Provide effective and professional leadership in a surgical ward. Provide a safe therapeutic environment that allows for the practice of safe nursing care as laid by the Nursing Act, Occupational Health and Safety Act and all other applicable prescripts. Demonstrate effective communication with patients and other health professionals and junior colleagues including complex report writing as required. Display a concern for patients, promoting, advocating and facilitating proper treatment and care and ensuring that the unit adheres to the principles of Batho Pele. Develop and implement quality assurance programs, policies,
operational plan, standard operating procedures and guidelines for the unit. Improve quality care through reduction of patient complaints. Promote quality of nursing care as directed by the professional scope of practice and standards as determined by the institution and other regulating bodies. Develop/establish and maintain constructive working relationship with nursing and other stakeholders. Ensure that infection control and prevention policies are implemented in the unit. Manage and supervise effective utilization of all the resources e.g. human, financial material. Develop, monitor and evaluate staff in terms of EPMDs. Exercise control over discipline, grievance and all labour relations issues. Perform both clinical and administrative duties as required. Attend to meetings and workshops as directed. Serve as a paymaster for unit pay point. Perform other duties as assigned by the supervisor and hospital management. Ensure implementation of Norms and Standards, Make Me Look Like a Hospital, Ideal Hospital and other departmental initiatives including provincial priorities. Provision of effective support to Nursing Service i.e.; assist with relief of the supervisors and partake overall specialized unit function in team building.

ENQUIRIES
Ms R.M Sithole Tel No: 035 901 7258

APPLICATIONS
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

FOR ATTENTION
Mr MP Zungu

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

CLOSING DATE
08 July 2022

POST 23/364
CLINICAL PROGRAMME COORDINATOR – DISTRICT MCWH REF NO: UMZIN 08/2022

SALARY
Grade 1: R450 939 per annum. Other Benefits: 13th cheque, Medical aid: Optional Homeowner’s allowance: Employee must meet prescribed requirements. Rural allowance on claim basis.

CENTRE
Umzinyathi Health District Office

REQUIREMENTS
Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse

DUTIES: Develop, implement and monitor the MNCWH plan in line with the District Health Plan. Achieve targets as set out in the annual performance agreement. Co-ordinate and promote MNCWH activities within the District. Co-ordinates and facilitate MNCWH in-service Training and Workshops. Ensure that clinical audits are conducted a Sub-District level in line with clinical governance. Ensure integration of MNCWH with all health programs. Monitor indicators which measure the health practices. Provide support, guidance and mentoring to health facilities with an aim of improving quality of patient care and reducing maternal mortalities. Manage all resources allocated to MNCWH. Ensure that an orientation and induction programme is in place for newly appointed midwives. Ensure Programme integration into Sukuma Sakhe Objectives. Facilitate and conduct District mortality meetings whilst supporting Sub-District mortality meetings. Support the facilities with provision of guidelines and protocols. Monitor implementation of current policies and protocols with an aim to achieve imperatives set out in the APP and DHP. Compile monthly, quarterly and annual reports and forward to Supervisor and respective Provincial Managers.

ENQUIRIES: Mrs. S Sibiya Tel No: (034) 2999 114
APPLICATIONS: All applications should be forwarded to The Human Resource Office, 34 Wilson Street, Umzinyathi Health District Offices, Dundee, Private Bag X 2052, 3000, Dundee, 3000
FOR ATTENTION: Ms.M Ngwenya
NOTE: Please note that due to financial constraints, there will be payment of S & T claims.
CLOSING DATE: 08 July 2022

CENTRE: Umzinyathi Health District Office

DUTIES: Key Performance Areas: Monitor the effectiveness of OSS and THP structures in line with the DHP and APP. Contribute to the reduction of maternal and child mortality rate through structured capacity building of all external OSS key structures. Contribute in the combatting of HIV/AIDS and TB through achieving the 95 95 95 targets and involving all OSS structures. Contribute in the management and combatting of non-communicable diseases through
structured capacity building of THP’s and OSS structures. Contribute in the combatting of other communicable diseases through structured capacity building, support and guidance in non-health sectors. Ensure that all OSS structures are aware and have a role to play in all health programmes, projects and initiatives including condom distribution and men’s health matters. Ensure that all THP structures are aware and have a role in all health programmes, projects and initiatives including condom distribution and men’s health matters. Ensure a structured referral pathway for the THP’s so relations are strengthened with DOH and THP’s. Ensure timeous compilation and submission of OSS and THP reports to the next level of Management and Province. Leading the Community Based Model Capacity Building for THP’s and OSS structures so a comprehensive package of services is rendered at a household level with the Outreach Teams, Household Champions and CHW’s. Assist the Sub-Districts in coordinating successful LTT and THP meetings. Ensure functional and sustainable war rooms through intersectoral collaboration. Involving the OSS structures, THP’s and Chaplains in all health calendar day activities and events.

ENQUIRIES
: Mrs. S Sibiya Tel No: (034) 2999 114
APPLICATIONS
: All applications should be forwarded TO The Human Resource Office 34 Wilson Street Umzinyathi Health District Offices Dundee Private Bag X 2052 3000 Dundee 3000
FOR ATTENTION
: Mr. SAF Sikhakhane
NOTE
: Application for Employment form (form Z83), which is obtainable at any Government Department or from the website- www.kznhealth.gov.za, and Curriculum vitae only must be submitted. The Reference Number must be indicated in the column provided on the Z83, e.g. UMZIN 05/2022. Applications submitted via fax or email will not be accepted. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. (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: Please Note That Due To Financial Constraints, There Will Be Payment Of S & T Claims.
CLOSING DATE
: 08 July 2022
POST 23/366
: CLINICAL PROGRAMME COORDINATOR – DISTRICT PHC TRAINER REF NO: UMZIN 01/2021
SALARY
: Grade 1: R450 939. per annum Other Benefits: 13th cheque, Medical aid Optional, Rural allowance on claim basis. Homeowner’s allowance: Employee must meet prescribed requirements.
CENTRE
: Umzinyathi Health District Office
REQUIREMENTS
: Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver's License – Code 8 plus. Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills And Competencies Required: Project management. Excellent management, facilitation, communication and interpersonal skills. Report writing abilities. Financial Management skills. Empathy and counselling skills and knowledge. Ability to make independent decisions. An ability to priorities issues and other work related matters and to comply with timeframes. Proven initiative, decisiveness and the ability to acquire new knowledge swiftly. A clear understating of challenges facing the Public Sector.
DUTIES
: Key Performance Areas: Monitor strengthening of the health system effectiveness through capacity building in line with the DHP and APP Consolidate the District training plan in consultation with all PHC Trainers and Programme Managers. Contribute to the reduction of maternal and child mortality rate through structured capacity building. Contribute in the combatting of HIV/AIDS and TB through achieving the 95 95 95 targets Contribute in the management and combatting of non-communicable diseases through
structured capacity building. Contribute in the combating of all other communicable diseases through structured capacity building. Monitor improvement of patient care by ensuring that PHC facilities and the CHC are accredited for Ideal Clinic Status and Norms and Standards. Monitoring of all priority PHC Programmes and performance and aligning it with capacity building. Ensuring capacity building and ensuring sustainability of the functioning of Clinic Committees. Orientation and Induction of new OM’s and all PHC Cadres Leading the Capacity building for the Community Based Model for Outreach Team Leaders, CHW’s and all PHC Outreach teams. Mentoring and coaching the Outreach team and CHW’s in readiness for CBM revitalization. Monitor the PHC Training budget and ensure timeous procurement of required resources in line with the procurement plan. Assist the Sub-Districts in coordinating successful trainings whilst supporting, mentoring and coaching the Sub-District PHC Trainers. Conduct HAST and TB trainings in line with the District Health Plan for comprehensive services in accordance with the Provincial HIV and AIDS plans. Ensure timeous compilation and submission of monthly, quarterly and annual Training reports and Skills Smart registers to HRD, RTC and immediate Supervisor.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
CLOSING DATE
POST 23/367
SALARY
CENTRE
REQUIREMENTS
DUTIES

Mrs. S Sibiya Tel No: (034) 2999 114
All applications should be forwarded TO The Human Resource Office 34 Wilson Street UMzinyathi Health District Offices Dundee Private Bag X 2052 3000 Dundee 3000
Mr SAF Sikhakhane
Application for Employment Form (form Z83), which is obtainable at any Government Department or from the website- www.kznhealth.gov.za, and Curriculum vitae only must be submitted. The Reference Number must be indicated in the column provided on the Z83, e.g. UMZIN 05/2022. Applications submitted via fax or email will not be accepted. Failure to comply with the above instructions will disqualify applicants. Please note that due to a large number of applications we receive, applications will not be acknowledged. Communication will only be entered into with candidates that have been shortlisted. If you have not heard from us one month after the closing date, please consider your application as being unsuccessful. (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: Please Note That Due To Financial Constraints, There Will Be Payment Of S & T Claims.

08 July 2022

CLINICAL PROGRAMME COORDINATOR – QUALITY ASSURANCE REF NO: UMZIN 09/2022

Grade 1: R450 939. per annum Other Benefits: 13th cheque, Medical aid Optional, Rural allowance on claim basis. Homeowner’s allowance: Employee must meet prescribed requirements.

Umzinyathi Health District Office

Grade 12/Matric certificate. An appropriate B Degree/ National Diploma or equivalent qualification in Nursing PLUS Minimum of 7 years appropriate /recognizable nursing experience after registration as a Professional Nurse with SANC in General Nursing. Current Registration with SANC. Valid Driver’s License – Code 8 plus. Proof of Computer Literacy – Ms Office (Word, Excel, Outlook & PowerPoint). Attach Proof of previous and / or Current Employment verified, signed and stamped by HR Department/ Employer. Knowledge, Skills and Competencies Required: Report writing skills Financial Management skills. Empathy and counselling skills and knowledge. Strong Interpersonal, communication and presentation skills. Project management skills. Ability to make independent decisions. An understanding of the challenges facing the public health sectors. Ability to translate transformation objectives into practical plans. Ability to prioritize issues and other work related matters and to comply with the time frames. Proven initiative, decisiveness and to acquire new knowledge swiftly.

Key Performance Areas: Ensure planning, co-ordination, implementation, monitoring and evaluation of the quality assurance programmes within the district. Co-ordinate all aspects of National Core Standards Programme including assessments and activities to achieve National Core Standards accreditation. Co-ordinate peer review assessments. Visit facilities maintain reports of such visits. Ensure all facilities develop Quality Improvement Plans,
action plans and submit monthly quarterly and annual reports. Conduct district
quality assurance meetings and attend provincial quality meetings. Provide
training and update clinical and non-clinical staffs on quality issues. Ensure
clinical and nursing audits are conducted to evaluate patient care. Participate
in adverse events, complaints and various other related committees to improve
quality. Ensure all facilities conduct Client Satisfaction and Waiting Times
surveys. Co-ordinate Batho Pele and good governance programmes. Co-
ordinate activities for service excellence. Support all facilities to ensure the
attainment of quality compassionate patient care.

ENQUIRIES:
Mrs. S Sibiya Tel No: (034) 2999 114

APPLICATIONS:
All applications should be forwarded TO The Human Resource Office 34
Wilson Street UMZinyathi Health District Offices Dundee Private Bag X 2052
3000 Dundee 3000

FOR ATTENTION:
Mr. SAF Sikhakhane

NOTE:
Application for Employment Form (form Z83), which is obtainable at any
Government Department or from the website www.kznhealth.gov.za, and
Curriculum vitae only must be submitted. The Reference Number must be
indicated in the column provided on the Z83, e.g. UMZIN 052022. Applications
submitted via fax or email will not be accepted. Failure to comply with the above
instructions will disqualify applicants. Please note that due to a large number
of applications we receive, applications will not be acknowledged.
Communication will only be entered into with candidates that have been
shortlisted. If you have not heard from us one month after the closing date,
please consider your application as being unsuccessful. (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:
Please Note That Due To Financial Constraints, There Will Be Payment Of S
& T Claims.

CLOSING DATE:
08 July 2022

POST 23/368:
PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1 REF NO: NGWE
12/2022
Department: Critical Care and High Care Unit

SALARY:
Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet
the prescribed requirements), 8% In-hospitable area allowance.

CENTRE:
Ngwelezana Tertiary Hospital

REQUIREMENTS:
Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing
that allows registration. A post basic qualification in Critical Care Nursing
Science. Registration with the SANC as a Professional Nurse. Current SANC
receipt. A minimum of 4 years appropriate or recognizable experience in
nursing after registration as Professional Nurse with the SANC in General
Nursing. Proof of current and previous working experience endorsed by Human
Resource department (certificate of service). Applicants must submit
confirmation letter of relevant experience from their supervisors in an official
letterhead of the employer when they apply. 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 Critical Care
Nursing Science. A minimum of 14 years appropriate or recognizable
experience in nursing after registration as a Professional Nurse with the SANC
in General Nursing. Current SANC receipt. At least 10 years of the period
referred above must be appropriate/recognizable experience in a specific field
after obtaining post basic qualification in that specialized field. Proof of current
and previous working experience endorsed by Human Resource department
(certificate of service). Knowledge, Skills, Attributes and Abilities: Strong
interpersonal, communication and presentation skills. Ability to make
independent decisions. An understanding of the challenges facing the public
health sector. Ability to prioritize issues and other work related matters and to
comply with time frames. High level of accuracy. Depth knowledge of Acts,
Policies, Procedures, Prescripts and Legislations.

DUTIES:
Executive professional nurses duties and functions with proficiency in support
of the strategic objectives and operational plan of the Institution. Render an
optimal holistic specialized nursing care to patients as member of the
Multidisciplinary team. Display concern for patients, promoting and advocating
proper treatment and care and willingness to respond to patient’s needs.
Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

**ENQUIRIES**
Ms R.M Sithole Tel No: 035 901 7258

**APPLICATIONS**
Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION**
Mr MP Zungu

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

**CLOSING DATE**
08 July 2022

**POST 23/369**
**PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1 REF NO: NGWE 13/2022**
Department: Operating Theatre

**SALARY**
Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospitable area allowance.

**CENTRE**
Ngwelezana Tertiary Hospital

**REQUIREMENTS**
Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allow registration with SANC as a Professional Nurse. A post basic qualification in Operating Theatre Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as
Professional Nurse with the SANC in General Nursing. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. **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 an appropriate specialized field. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**DUTIES**

Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient’s needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

**ENQUIRIES**

Ms R.M Sithole Tel No: 035 901 7258

**APPLICATIONS**

Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION**

Mr MP Zungu

**NOTE**

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

**CLOSING DATE**: 08 July 2022

**POST 23/370**: PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1 REF NO: NGWE 14/2022

**Department**: Orthopaedic

**SALARY**

- Grade 1: R388 974 – R450 939 per annum
- Grade 2: R478 404 – R588 390 per annum
- 13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospital area allowance.

**CENTRE**

- Ngwelezana Tertiary Hospital

**REQUIREMENTS**

**Grade 1:**
- Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Orthopaedic Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply.

**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 Orthopaedic Nursing Science. Registration with SANC as a Professional Nurse. Current SANC receipt. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.

**DUTIES**

- Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient’s needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

**ENQUIRIES**

- Ms R.M Sithole Tel No: 035 901 7258

**APPLICATIONS**

- Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

**FOR ATTENTION**

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

CLOSING DATE: 08 July 2022

POST 23/371: PROFESSIONAL NURSE SPECIALTY NURSING GRADE 1 REF NO: NGWE 15/2022

Department: Emergency Unit

SALARY:
Grade 1: R388 974 – R450 939 per annum
Grade 2: R478 404 – R588 390 per annum
13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospital area allowance.

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS:
Grade 1: Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Trauma Nursing Science. Registration with the SANC as a Professional Nurse. Current SANC receipt. A minimum of 4 years appropriate or recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Applicants must submit confirmation letter of relevant experience from their supervisors in an official letterhead of the employer when they apply. Grade 2: Senior Certificate / Grade 12. Senior Certificate / Grade 12. Diploma / Degree in General Nursing that allows registration with SANC as a Professional Nurse. A post basic qualification in Trauma Nursing Science. Registration with SANC as a Professional Nurse. Current SANC receipt. A minimum of 14 years appropriate or recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred above must be appropriate/recognizable experience in a specific field after obtaining post basic qualification in that specialized field. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). Knowledge, Skills, Attributes and Abilities: Strong interpersonal, communication and presentation skills. Ability to make independent decisions. An understanding of the challenges facing the public health sector. Ability to prioritize issues and other work related matters and to comply with time frames. High level of accuracy. Depth knowledge of Acts, Policies, Procedures, Prescripts and Legislations.
DUTIES: Executive professional nurses duties and functions with proficiency in support of the strategic objectives and operational plan of the Institution. Render an optimal holistic specialized nursing care to patients as member of the Multidisciplinary team. Display concern for patients, promoting and advocating proper treatment and care and willingness to respond to patient’s needs. Advocate for quality care of patients. Maintain accurate and complete patient records. Do meaningful rounds and monitor client satisfaction by communicating with patients and relatives. Assist the Operational manager with overall management and necessary support for the effective functioning of the unit. Train and supervise junior staff and student nurses. Strengthen ethics and professionalism. Participate in the formulation, analysis, implementation and monitoring of unit objectives, policies, and procedures. Ensure effective and efficient management of resources and availability of essential equipment. Maintain accreditation standards by ensuring compliance with National Norms and Standards and Ideal hospital programmes. Ensure the unit complies with Infection Prevention and Control as well as Occupational Health and Safety policies. Participate in staff development using EPMDS System and other work related programmes and training.

ENQUIRIES: Ms R.M Sithole Tel No: 035 901 7258
APPLICATIONS: Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880

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

CLOSING DATE: 08 July 2022
POST 23/372: LECTURER- GR1, GR 2 REF NO: GS 17/22 (X1 POST)
Component: KwaZulu Natal College of Nursing - Grey’s Campus

SALARY: Grade 1: R388 974 per annum
Grade 2: R478 404 per annum
plus 13th cheque, medical-aid (optional) homeowners allowance (employee must meet the prescribed requirements)

CENTRE: Greys Campus, Pietermaritzburg
**REQUIREMENTS**

Post Graduate Diploma in Nephrology Nursing Science), Senior Certificate/Grade 12 PLUS A Diploma/Degree in Nursing, Midwifery and Community PLUS A post registration qualification in Nursing Education registered with the South African Nursing Council (SANC) PLUS A post registration qualification in Nephrology Nursing Science PLUS Proof of Current Registration with the South African Nursing Council (SANC) 2022 PLUS A minimum of four (4) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing (in the case of grade 1 PND 1) or A minimum of fourteen (14) years appropriate/recognizable experience after registration as a Professional Nurse with the South African Nursing Council in General Nursing of which ten (10) years of the period referred to above must be appropriate / recognizable experience in Nursing Education (in the case of grade 2 PND 2). Unendorsed valid Code EB driver’s licence (code 08). Recommendations: Master’s Degree in Nursing. A minimum of six months clinical experience in Nephrology Nursing.

**DUTIES**

Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Coordinates and ensure clinical accompaniment of students. Coordinates the implementation of R635 programme (Nephrology) including teaching and learning and assessment of R171 and R425 programmes. Develops and ensure implementation of quality assurance programmes. Collaborates with other internal and external stakeholders and build a sound relationship within the Department. Oversees the supervision of students. Policy analysis and development. Development and review of nursing curricula for all categories of training. Implements the new nursing programmes in line with SANC and CHE regulations. Participates in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participates in all governance structures of the College. Support the mission and promote the image of the college. Exercise control over students.

**ENQUIRIES**

Mrs. B.E Shezi- Grey’s Campus Principal Tel No: 033- 8973508

**APPLICATIONS**

Applications to be forwarded to: The Human Resources Management Office, Greys Hospital Private Bag x 9001, 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 Z83 form and a detailed curriculum vitae. The employment equity target for this post is: African Male, Indian Male, White Male, Coloured Male

**CLOSING DATE**

08 July 2022

**POST 23/373**

**CLINICAL TECHNOLOGIST (CRITICAL CARE) (PRODUCTION GRADE 1, 2, 3) REF NO: GS 27/22 (X1 POST)**

Component: Adult Critical Care (Intensive Care Unit)

**SALARY**

Grade 1: R322 746 per annum, Plus 13th cheque, Medical Aid– Optional & Housing Allowance: Employee must meet prescribed requirements.

Grade 2: R378 402 per annum, Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement.

Grade 3: R445 752 per annum, Plus 13th Cheque, Medical Aid -optional and Housing Allowance- Employee must meet prescribed requirement

**CENTRE**

Grey’s Hospital, Pietermaritzburg

**REQUIREMENTS**

National Diploma Clinical Technology- Plus Registration with the Health Professions Council of South Africa (HPCSA) as Clinical Technologist in Critical Care (Independent practice). N.B. Potential incumbents who have obtained the BTech- Clinical Technology: Critical Care, will need to ensure that they possess, or are immediately eligible for registration as Independent Practitioner in Clinical Technology: Critical Care with the HPCSA. Experience:

**Grade 1:** None after registration with the HPCSA in Clinical Technology
DUTIES

Provision of a professional clinical technology service in Critical Care at Grey's Hospital's Intensive Care Unit within the Department of Anaesthesia, Critical Care and Pain Management. Use of technical equipment to determine hemodynamic and physiological function of patients in order that the correct critical care procedures can be performed. Assisting medical and nursing staff with technical equipment during performance of clinical procedures. Performance of point-of-care clinical tests including, but not limited to, haemoglobin measurement, Blood glucose estimation, arterial blood gas analyses and thromboelastography. Provide and train others in user-level maintenance and provisioning of point-of-care test devices. Technical support of life support apparatus. Administration of acquisition, servicing and logistics of life-support and point-of-care analytical equipment (in conjunction with Health Technology Services) as well as administration of acquisition and logistics of relevant consumable items (in conjunction with Supply Chain Management). Training of staff members in the use and maintenance of life-support and point-of-care analytical equipment. Participation in departmental outreach program, academic activities and research activities. Competence in Basic Life Support. Optimal patient care in critical care, anaesthetics and resuscitation in conjunction with the operational practices as determined by the Nursing Operational Manager and Intensivist in Charge.

ENQUIRIES

Dr A. Ramkillawan Tel No: 033 897 3241 or Tel No: 033 897 3267

APPLICATIONS

Applications to be forwarded to: The Human Resources Management Office, Grey's Hospital Private Bag x 9001, 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 Z83 form and a detailed curriculum vitae. The employment equity target for this post is: African Male, Indian Male, White Male, Coloured Male

CLOSING DATE

08 July 2022

POST 23/374

HEALTH AND SAFETY REF NO: STC 1/2022 (X1 POST)

SALARY

R321 543 per annum PLUS Other Benefits: 13th Cheque, Medical Aid (optional), Home Owner Allowance (employee must meet prescribed conditions) Medical Aids (optional)

CENTRE

ST Chads CHC

REQUIREMENTS


DUTIES

To ensure quality management procedures are in place for safety by developing quality improvement plans as well as Health and Safety policies and procedures tools and manuals. To ensure quality audits functions are carried out for the CHC. To ensure safety statistic are analysed, interpreted, reported and captured. To ensure the delegated management and administrative functions are carried out correctly and timely in order for health
and safety to function in the CHC. To investigate all types of accidents, compile reports related to accidents and to design tool prevent future accidents. Attend to disaster management committee, building site meeting and all other relevant meetings. To ensure compliance on OHS Act in all the clinics.

**ENQUIRIES**: Mr.L.B Ngubane Tel No: 036 637 9600

**APPLICATIONS**: All applications should be forwarded to: The Human Resources Manager, St Chads Community Health Centre, Private Bag x9950 Ladysmith 3370, OR Hand Delivered to Corner Helpmekaar and Ezakheni Main Road, Ezakheni 3381.

**FOR ATTENTION**: Mr S.D.Mdletshe

**NOTE**: The following documents must be submitted: The advertisement of post must clearly spell out that the applicants for employment must submit fully completed Z83 form and detailed CV only. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates. Application for Employment From effective 01/02/2021, which is obtainable at any Government Department or from thewebsite www.kznhealth.gov.za. The Reference Number must be indicated in the column provided on the Z83, e.g. STC 10/2022. NB: Certified copies should not be older than six months. Failure to comply with the above instructions will disqualify applicants. The appointment is subject to positive outcome obtained from State Security Service to the following checks (security clearance, credit records, qualifications, citizenship and previous employment experience). Please note that applications will not be acknowledged. Correspondence will be limited to short listed candidates only. If you have not been contacted within three months after the closing date of advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the institution. Applicants in possession of foreign qualifications must attach an evaluation certificate from the South African Qualifications Authority (SAQA). Please note that no S&T payments will be considered for payment to candidates who are invited for interviews. Interviews will be conducted in the Department. Person with disability are encouraged.

**CLOSING DATE**: 08 July 2022

**POST 23/375**: SENIOR FINANCE MANAGEMENT OFFICER REF NO: CL 01/2022

**SALARY**: R321 543 – R378 765 per annum (Level 08)

**CENTRE**: Clairwood hospital

**REQUIREMENTS**: Senior Certificate (Grade 12) Degree or National Diploma in Finance/ Public Management or related fields. 3 to 5 years Clerical / Administrative experience in Finance and SCM. Knowledge and skills required: Knowledge of Public Services policies (PFMA), regulations and Legislations. Compilation of reports and Managing of staff. Skills: Computer Literacy, Communications, problem solving, Interpersonal relations, Sound analytical thinking, Financial Management and SCM. Recommendations: Driver’s license (code 10 or EB 08).

**DUTIES**: Authorize commitments, payments, receipts and journals on BAS, Ensure submission of financial reports, Controlling of suspense ledger, Exercise budget and expenditure for the institution, Supervise staff in Finance and SCM.

**ENQUIRIES**: Mrs. S.G Mkhize Tel No: 031 451 5073

**APPLICATIONS**: Applications may be sent to: Clairwood Hospital, Private Bag X04, Mobeni, 4060 or Hand deliver: 1 Higginson Highway, Mobeni, 4060

**FOR ATTENTION**: Human Resource Department

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

**CLOSING DATE** : 08 July 2022

**POST 23/376** : DIETITIAN REF NO: DIETITIAN/1/2022

**Department**: Dietetics

**SALARY** : Grades:

- **Grade 1**: R322 746 per annum, Plus 13th cheque, Medical Aid optional & Housing Allowance: Employee must meet prescribed requirements.
- **Grade 2**: R378 402 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.
- **Grade 3**: R445 752 per annum, Plus 13th Cheque, Medical Aid optional and Housing Allowance- Employee must meet prescribed requirements.

**CENTRE**: Inkosi Albert Luthuli Central Hospital

**REQUIREMENTS** : Bachelor of Science Degree in Dietetics or equivalent/Post graduate diploma in Dietetics or have completed a 4 year integrated course in Dietetics/Nutrition.

Experience:

- **Grade 1**: No experience after registration with the Health Professions Council of South Africa (HPCSA) as a Dietician in respect of RSA qualified employees who performed Community Service as required in South Africa. One year relevant experience after registration with the Health Professions Council of South Africa as a Dietician in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa.
- **Grade 2**: Minimum of 10 years relevant experience after registration with the HPCSA as a Dietician in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 11 years relevant experience after registration with the HPCSA in Dietetics in respect of foreign qualified employees of whom it is not required to perform community service as required in South Africa. Minimum 20 years relevant experience after registration with the HPCSA as a Dietician in respect of RSA qualified employees who performed Community Service as required in South Africa. Minimum 21 years relevant experience after registration with the HPCSA in Dietetics 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 Competence Required: Broad understanding of a broad range of therapeutic/nutrition conditions in both adults and paediatric clients which he/she must be able to identify/treat/follow up and educate for home. Knowledge on the treatment of patients with varying disease conditions. Sound insight into physical assessment of patient. A sound clinical knowledge of Human Nutrition and associated therapeutic nutrition interventions must be demonstrated.

**DUTIES** : Ensure all referred patients are seen timeously. Evidence-based nutrition therapy is practiced. Patient interventions are recorded on hospital information system. Ward rounds are attended. Attend & participate in accredited CPD activities. In-services to wards and relevant health professionals. Assist with administration, foodservice/catering/ special diets; stores & stock; MBFI, meeting attendance, clinical governance, health & safety. Training & supervision of postgraduate dietetic students. In-services to wards and other health professionals.

**ENQUIRIES** : Mrs Astrid Wichmann Tel No: 031 240 1642.

**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. 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 APR0/1/2006. Please note that failure to comply with the above instructions will disqualify applicants. Please note that the It is the applicant’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 application. Failure to comply will result in the application not being considered 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.

CLOSING DATE: 08 July 2022

POST 23/377: RADIOGRAPHER DIAGNOSTIC GRADE 1, 2, 3 REF NO: NGWE 16/2022

Department: Radiology

SALARY:
Grade 1: R322 746 – R367 299 per annum
Grade 2: R378 402 – R432 684 per annum
Grade 3: R445 752 – R540 954 per annum

13th Cheque, Medical Aid (Optional), Housing Allowance (employee must meet the prescribed requirements), 8% In-hospital area allowance.

CENTRE: Ngwelezana Tertiary Hospital

REQUIREMENTS:
Senior Certificate / Grade 12. Appropriate qualification that allows registration with Health Professions Council of South Africa (HPCSA) as Radiographer Diagnostic. Initial and current registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer Diagnostic. Proof of current and previous working experience endorsed by Human Resource department (certificate of service). **Grade 1:** No experience required after registration with the Health Professional Council of South Africa (HPCSA) as Radiographer Diagnostic in respect of RSA qualified employees who performed Community Service, as required in South Africa. One-year experience after registration with the Health Professional Council of South Africa as a Radiographer Diagnostic 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 the Health Professional Council (HPCSA) as a Radiographer Diagnostic in respect of RSA qualified employees who performed Community Service as required in South Africa. A minimum of eleven (11) years relevant experience after registration with the Health Professional Council (HPCSA) as a Radiographer Diagnostic 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 Professional Council (HPCSA) as a Radiographer Diagnostic in respect of foreign qualified employees of whom it is not required to perform Community Service as required in South Africa. Knowledge, Skills, Attributes and Abilities: Excellent interpersonal and communication skills in order to explain procedures to patients. Good observation skills and attention to detail. Self-motivation and the ability to work under pressure. Organization and decision-making skills. An ability to work both as part of a healthcare team and independently. Confidence in using leading-edge technologies. A high level of emotional intelligence to manage the emotional and distressing situations you may encounter.

DUTIES: Assess patients and their clinical requirements to work out which radiographic techniques to use. Perform a range of radiographic examinations on patients
to produce high quality images. Take responsibility for radiation safety in your work area, including checking equipment for malfunctions and errors. Manage referrals to ensure patients receive a radiation dose as low as reasonably possible. Supervise visiting staff and patients in radiation work areas. Help in more complex radiological examinations, working with doctors such as radiologists and surgeons. Provide support and reassurance to patients, taking into account their physical and psychological needs. Supervise radiography and imaging support assistants. Keep up to date with Health and Safety guidelines, including ionizing radiation regulations, to protect yourself and others.

ENQUIRIES : Mrs N Ntengenyane Tel No: 035 901 7115
APPLICATIONS : Applications should be directed to: The Deputy Director: HRM – Ngwelezana Hospital, Private Bag X 20021, Empangeni 3880 OR Hand Delivered to: The Human Resource Department - Ngwelezana Hospital, Thanduyise Road, Empangeni, 3880
FOR ATTENTION : Mr MP Zungu
NOTE : Applications must be submitted on the prescribed Application for Employment form (Z83) obtainable from any Public Service Department or from the website www.kznhealth.gov.za which must be originally signed and dated. The application form (Z83) must be accompanied by a detailed Curriculum Vitae. The Reference Number must be indicated in the column (Part A) provided thereof on the Z83 form. NB: Failure to comply with the above instructions will disqualify applicants. Persons with disabilities should feel free to apply for the post. The appointments are subject to positive outcomes obtained from the State Security Agency (SSA) to the following checks (security clearance (vetting), criminal clearance, credit records, and citizenship), verification of Educational Qualifications by SAQA, verification of previous experience from Employers and verification from the Company Intellectual Property Commission (CIPC). Applicants are respectfully informed that, if no notification of appointment is received within 6 months after the closing date, they must accept that their applications were unsuccessful. Non-RSA Citizens/Permanent Residents/ Work Permit holders must submit documentary proof together with their applications. All employees in the Public Service that are presently on the same salary level but on a notch/package above of the advertised post are free to apply. Due to cost-cutting measures, S&T and Resettlement will not be paid to eligible candidates due departmental budgetary constraints. Management reserves the right to allocate employees outside the appointment domain as determined by service delivery demands. Applicants are submitting Z83 and CV only, no other attachments must accompany the application. 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

CLOSING DATE : 08 July 2022
POST 23/378 : HUMAN RESOURCE PRACTITIONER REF NO: MCCORD PEH / HRP/06/2022/MPEH (X1 POST)
SALARY : R261 372 - R307 890 per annum. Other Benefits: 13th cheque, Home owners allowance, Medical Aid and Pension (conditions apply)
CENTRE : McCord Provincial Eye Hospital, Overport
DUTIES : Facilitate and render training and workshops. Render advisory service to institutional management and officials in order to enhance service delivery.
Facilitate and represent the department in all grievance and dispute resolution meetings. Implementation of outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organised labour. Deal with grievance, discipline and misconduct cases in terms of laid down policies and procedure. Organizing and planning for disciplinary hearing. Advise management on matters relating to Human Resource Practices and staff relations. Ensure that the employment practices i.e selection, recruitment and appointment verification of qualifications, security checks, transfers and E-Disclosure are in accordance with the laid down policies and procedures. Management of overtime and commuted overtime. Coordination and compilation of HR report. Exercise direct control and supervision of staff.

ENQUIRIES: NNM Sithole Tel No: 031268 5832
APPLICATIONS: can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the HR Department at Sinikithembela building.
FOR ATTENTION: HR Recruitment
NOTE: Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxied documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on Hr Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to Hr on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

CLOSING DATE: 08 July 2022, Time: 15h00
POST 23/379: SUPPLY CHAIN MANAGEMENT PRACTITIONER MCCORD PEH / SCMP/06/2022/MPEH (X1 POST)

SALARY: R261 372 - R307 890 per annum. Other Benefits: 13th cheque, Home owners allowance, Medical Aid and Pension (conditions apply)
CENTRE: McCord Provincial Eye Hospital, Overport
REQUIREMENTS: Grade 12/ Senior Certificate. Diploma/Degree in Public Finance / Administration or Management. At least 3-5 years. Knowledge, Skills, Training and Competencies: The incumbent of this post will report to the Supply Chain Manager, and the ideal candidate must: Possess thorough knowledge of Laws, Regulations, Policies, Instructions, Practice Notes. Knowledge of Public Finance Management Act, Treasury Regulations and Treasury Guidelines. Possess in-depth knowledge of budget procedures and the procurement plan. Have the ability to perform independently and under pressure. Have good communication and interpersonal relations, Conflict management and negotiation skills. Be able to implement policies and financial practices. Possess knowledge of procurement procedures and practices. Be computer literate with proficiency in MS Word and MS Excel.
DUTIES: Supervise stores warehouse where all stock is kept and ensure that suppliers are paid within 30 days as per Treasury Regulations and the Public Finance Management Act. Compile the Procurement plan for the Institution, align it to the Budget and monitor that all authorized goods and services procured are aligned to the procurement plan. Determine clear specifications for the quality of goods and services required and provide technical assistance to operational units with the development of their specifications and ensure samples are evaluated timeously and effectively. Ensure efficient, effective and economical supervision of allocated resources of the Division as follows: Supervise the human resources, Supervise the allocated resources. Provide training, advice
and guidance to staff. Manage potential risks and mitigation strategies. Support Institution’s Supply chain management by compiling and /or reviewing the following on a monthly basis: The RIDV template for completeness and accuracy. Stock quantities and expiry dates. Report of Irregular Expenditure including uploading of source documents as required. All internal contracts are initiated and monitored. Compilation of management pack. Deviations register, awards register, contracts register, operating lease register, stock take reports and other relevant reports. Records management.

ENQUIRIES
APPLICATIONS
FOR ATTENTION
NOTE
ENQUIRIES

: Mr R Sivapersadh Tel No: 031268 5853
: can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the HR Department at Sinikithemba building.
: Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted.
: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on Hr Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to Hr on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

NOTE

: Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted.
: Failure to comply with the above instructions will result in disqualification. Please note that if you are not contacted within 3 months of the closing date, your application is unsuccessful. Every shortlisted applicant will be advised of the outcome of their application in due course. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on Hr Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from short listed candidates only which may be submitted to Hr on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

CLOSING DATE

: 08 July 2022, Time: 15h00

POST 23/380

: FACILITY INFORMATION OFFICER REF NO: MCCORD PEH / FIO/06/2022/MEPH (X1 POST)

SALARY

: R261 372 - R307 890 per annum. Other Benefits: 13th cheque, Home owners allowance, Medical Aid and Pension (conditions apply)

CENTRE

: McCord Provincial Eye Hospital, Overport

REQUIREMENTS

: Grade 12/Senior Certificate. Degree/Diploma in Information Technology or equivalent. At least 3 years appropriate experience in Routine Health Information Systems/ District Health Information System within the health facility. Proof of current and previous experience endorsed and stamped by Human Resource Office. Knowledge, Skills, Training and Competencies: In depth knowledge in Information Health System and Data Management. Strong communication and interpersonal skills. Sound organising, planning and problem solving skills. Ability to compile meaningful presentation and/ or graphic presentation of statistics and to compare strategic objectives with reported results. High level of accuracy. Technical knowledg in the information Technology Environment. Ability to work under pressure and to meet tight deadlines

DUTIES

: Co-ordinating the collection of quality data and the maintenance of the Institutional Health and Management Information Database. Analysing and interpreting data. Feeding back information through summary and comprehensive reports. Providing advice to ward managers and heads of departments with regards to information technology and systems related needs. Putting mechanisms in place to improve the quality of information received. Maintain and provide technical support to all routine Health Information Systems. Co-ordinate the collection of routine and non-routine data inclusive of surveys. Ensure data and information integrity to accurately represent the state of service delivery in the facility. Actively participate in the facility performance review activities. Actively participate in the monthly and quarterly report compilation process. Continuously verify and validate data to ensure quality and good decision-making Supervising and training staff.

ENQUIRIES

: Mrs ZG Mlambo Tel No: 031268 5713
APPLICATIONS : can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the HR Department at Sinikithemba building.
FOR ATTENTION : HR Recruitment
NOTE : Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.
CLOSING DATE : 08 July 2022, Time: 15h00
POST 23/381 : ADMINISTRATIVE CLERK SUPERVISOR REF NO: MCCORD PEH / A/C/ PAT/06/2022/MPEH (X1 POST)
SALARY : R261 372 - R307 890 per annum. Other Benefits: 13th cheque, Home owners allowance, Medical Aid and Pension (conditions apply)
CENTRE : McCord Provincial Eye Hospital, Overport
DUTIES : Provide supervisory assistance to the team. Render shelf maintenance/filing duties – records management of high accuracy and best practice. Render cashier duties of high accuracy and best practice. Render switchboard services of high accuracy and best practice. Render administrative services of high accuracy and best practice. Render COA’s, stamping and bookings services of high accuracy and best practice.
ENQUIRIES : Mr MM Khan Tel No: 031268 5743
APPLICATIONS : can be posted to McCord PEH, PO Box 37587, Overport, 4067 or can be dropped off at the HR Department at Sinikithemba building.
FOR ATTENTION : HR Recruitment
NOTE : Applications should be submitted on form Z83 from any Public Service. Department Human Resource Department OR from the website www.kznhealth.gov.za. The reference number must be indicated in the column provided on form Z83 e.g. HR 01/2020. Faxed documents will not be accepted. NB: Failure to comply with the above instructions will result in disqualification. Please note that the successful candidate will be subjected to a pre-employment screening and verification process including CIPC (Companies Intellectual Property Commission) screening. Due to financial constraints no S & T or relocation costs will be paid for attending interviews. Copies of qualifications and other relevant documents: Reference is made to Circular No.5 of 2021. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administrative burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of
qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of interview. Departments are required to consider including the matters articulated in paragraph 3 in advertisements and accompanying notes, going forward.

CLOSING DATE : 08 July 2022, Time: 15h00

DEPARTMENT OF TRANSPORT
The Provincial Administration of KwaZulu-Natal is an equal opportunity affirmative action employer


CLOSING DATE : 08 July 2022 (at 16h00). Applications received after the closing date and time will not be considered.

NOTE : Applications must be submitted on the NEW Application for Employment Form, Z83 (obtainable on the internet at www.gov.za/documents). Applicants are advised that all fields of the new Z83 form are compulsory to complete and that the signature of the applicant is mandatory. Should an application be received using the incorrect application for employment (Z83) or the application is not completed in full, initialed and signed, such application will not be considered. No copies of qualifications need to be attached with the application. The fully completed and signed Z83 must be accompanied by a detailed comprehensive CV. Kindly take note that only shortlisted candidates will be required to provide certified copies of required documents on or before the date of the interviews following communication from Human Resources. Curriculum Vitae (CV) dates of starting and leaving employment must be given as DD/MM/YY. Failure to comply with these instructions will lead to applications being disqualified. Should an applicant wish to apply for more than one post, separate applications must be submitted for each post applied for. It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will faxed or e-mailed applications be accepted. Receipt of applications will not be acknowledged due to the volume of applications and should you not receive an invitation to attend an interview within three (3) months of the closing date should assume that their application was unsuccessful. Please note that where experience is a requirement for the post, the successful candidate will be required to submit documentary proof of such work experience prior to assuming duty. A personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification) will be conducted prior to employment. Prior to appointment being made to an SMS post, the appointee must have completed the pre-entry certificate and must be in possession of such prior to taking up the post. The Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Shortlisted candidates will be required to submit an original SAP91 form with their fingerprints on the day of their interview. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. The Department of Transport reserves the right not to fill the advertised post(s) at any stage of the recruitment process.

MANAGEMENT ECHÉLON
POST 23/382 : CHIEF DIRECTOR: PUBLIC & FREIGHT TRANSPORT REF NO: P 06/2022
Kindly note that this is a re-advertisement. Applicants who applied previously and
who still wish to be considered are at liberty to re-apply.

SALARY : R1 269 951 per annum, (all Inclusive, flexible remuneration package)
CENTRE : Inkosi Mhlabunzima Maphumulo House, Pietermaritzburg

DUTIES : Provide transportation contract management services: Determine and manage the strategic direction of public transportation contracts. Manage transportation development and empowerment ventures. Provide administration services. Ensure the provision of freight transportation, strategic and regulatory services: Plan and manage strategic freight transportation initiatives or projects. Provide comprehensive information on the provincial freight transport infrastructure and reporting. Regulate freight standards. Manage the provision of abnormal permits services. Provide public transport policy planning and regulatory services: Manage the provision of transportation policy in respect of public and private transport. Manage the provision of transportation planning services in respect of public and private transport. Manage the planning, development and implementation of public transport solution for special categories of passengers in the province. Ensure integrated and seamless movement of cargo, supply chain for all modes of transport. Manage the planning and implementation of provincial passenger rail network and tramway systems: Conduct research and monitoring of rail transport for innovation and sustainability. Address challenges faced by KZN community regarding the functioning of passenger rail agency. Ensure the servicing and upgrading of the tramway system within KZN network. Ensure the development and implementation of policies: Ensure the implementation of National, Provincial and Departmental frameworks. Ensure the implementation of policies according to agreed norms and standards. Monitor and evaluate compliance with implemented policies. Report on any discrepancies in regard to compliance to all relevant stakeholders. Manage the resources of the Chief Directorate: Manage human resources. Manage financial resources.

ENQUIRIES FOR ATTENTION : Ms F Sithole Tel No: 033 – 355 8886
NOTE : It is the intention of this Department to consider equity targets when filling this position.
ANNEXURE U

PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT

Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development. Women and people with disabilities are encouraged to apply.

CLOSING DATE: 22 July 2022 at 16H00

NOTE: Applications should be submitted on the prescribed New 2021 Z83 form obtainable from any Public Service Department or on the Internet at www.gov.za. As from 1 January 2021, applications received on the incorrect Z83 will not be considered. Each application for employment (Z83 form) must be duly signed, dated and initialed by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The application must include only completed and signed new Form Z83 and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver’s license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The employer reserves the right not to fill the posts. Failure to submit the requested documents will result in your application not being considered. NB: You Are Kindly Requested To Complete Part A, B And C Of The Z83 In Full. Applications received after the Closing Date Will Not Be considered. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5 (1)(2) of the Promotion of Administrative Justice Act 3 of 2000. The successful candidates must be willing to sign an oath of secrecy with the Department. By virtue of applying you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. Candidates with foreign qualifications are advised to attach SAQA accreditation of their qualifications. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Note: Shortlisted candidates for Senior Management Services (SMS) will be subjected to a technical exercise that intends to test 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 tool. A pre-entry certificate obtained from National School of Governance (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry for SMS and the full details can be obtained by the following link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. Note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. The Department reserves the right to fill or not to fill the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

POST 23/383

DIRECTOR: HOD SUPPORT REF NO: LDARD 01/06/2022

SALARY: R1 073 326 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.

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CENTRE : Head Office: Polokwane.

REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification as recognized by SAQA. 5-years’ experience at middle/senior management level in the Public Service. A valid driver’s licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative and policy framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. Extensive experience in the management and administration of the Office of the HOD. Demonstrated ability to communicate at all levels. Self-driven and ability to work in a highly pressured environment and with sense of urgency to meet deadlines. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and Project management. Financial Management. Change Management; Process competencies: Knowledge Management. Service delivery innovation, problem solving, client orientation and customer focus, communication.

DUTIES : Provide strategic leadership towards the realization of the objectives of the component by: Co-ordinating and providing administrative and secretarial support services to the HOD, Coordinating and providing a liaison role with the governance and oversight structures, Co-ordinating, monitoring and ensuring the implementation of resolutions of governance and oversight structures. Ensuring proper inter-governmental relations and special projects management, Coordinating the processing of information, plans and reports on the departmental programmes, Managing resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/384 : DIRECTOR: RISK, ANTI-CORRUPTION & INTEGRITY MANAGEMENT REF NO: LDARD 02/06/2022

SALARY : R1 073 326 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.

CENTRE : Head Office: Polokwane.

REQUIREMENTS : Grade 12 plus an appropriate undergraduate (NQF level 7) qualification in Risk Management/Internal Auditing or equivalent appropriate tertiary qualification as recognised by SAQA. 5 years’ experience at a middle management or senior management level in the Public Service in Risk Management environment. A valid driver’s licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative and policy framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. An understanding of corporate governance in all spheres of Government. Demonstrated ability to communicate at all levels. Self-driven and ability to work in a highly pressured environment and with sense of urgency to meet deadlines, Responsiveness, Pro-activeness, Professionalism, Flexibility, Team player. Core Competencies: Strategic capability and leadership. People Management and empowerment. Programme and Project management. Financial Management. Change Management; Process competencies: Knowledge Management. Service delivery innovation, problem solving, client orientation and customer focus, communication.

DUTIES : Provide strategic leadership towards the realization of strategic goals and objectives of the Component by: Providing guidance and advice on risk implications of management decisions, Developing and monitoring the implementation of policies, acts and regulations in relation to Risk, Anti-Corruption & Integrity Management, Ensuring proper and timeous reporting to governance and oversight committees, Continuously advising on improvements on internal control systems to mitigate risks through corruption and fraud prevention and integrity management strategies, Serving in relevant inter-governmental structures, Establishing, maintaining and ensuring good working relationship between the department and relevant stakeholders,
Managing and utilizing resources (financial, human and physical) in accordance with relevant directives and legislation.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/385:
DIRECTOR: ENGINEERING AND INFRASTRUCTURE DEVELOPMENT SERVICES REF NO: LDARD 03/06/2022

SALARY: R1 073 326 per annum (Level 13), all-inclusive package to be structured in accordance with SMS dispensation.
CENTRE: Head Office: Polokwane.
REQUIREMENTS:
Grade 12 plus an appropriate undergraduate (NQF level 7) qualification in Engineering as recognized by SAQA. 5 years’ experience at a middle/senior management level in Public Service in the field of Agriculture/ Civil/ Structural Engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (ECSA). A valid driver’s licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Extensive knowledge and understanding of the legislative framework governing the Public Service, such as Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Labour Relations Act, Public Finance Management Act, etc. Sound and in-depth experience and knowledge of relevant legislative, prescripts, and application of engineering practices and procedures such as Engineering Act, Resource Conservation Act, Occupational Health and Safety Act, Water Act, Environmental Conservation Act, CDB Contract and Regulations, General Conditions of Contract (GCC). Knowledge and utilization of CAD and GIS software programmes. Knowledge and application of systems and procedures relating to farm structures and mechanisation. Sound and in-depth experience and knowledge of relevant legislative, prescripts, and application of engineering practices and procedures such as Engineering Act, Water Act, Resource Conservation Act, Occupational Health and Safety Act, Environmental Conservation Act, CDB ACT and Regulations, General Conditions of Contract (GCC). Core Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change management. Process competencies: Service and Innovation, Knowledge Management, Problem Solving Analysis, Client Orientation and Customer Focus, Communication.

DUTIES:
Provide strategic leadership towards the realization of strategic goals and objectives of the Component by: Managing planning, implementation, monitoring and reporting thereof of agricultural engineering projects to enable agricultural production across the value-chain, Coordinating and ensure effective functioning of relevant structures, such as Coordinating Committee on Agricultural Water Use (CCAW), etc. that support the execution of the department’s mandate in relation to agricultural infrastructure development and support, Serving and representing the department in relevant inter-governmental structures. Providing a liaison role with relevant stakeholders, Managing the resources of the Component (Financial, Human and Physical) in accordance with relevant directives and Legislations.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

OTHER POSTS
POST 23/386: GISC PROFESSIONAL GRADE A REF NO: LDARD 04/06/2022
SALARY: R666 558 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.
CENTRE: Head Office: Polokwane.
REQUIREMENTS:
Grade 12 plus a 4 year B degree in GISc. 6 years post qualification GISc professional experience required. A valid driver’s licence (with exception of people with disabilities) (Attach proof). Compulsory registration with PLATO or

DUTIES: Research, design, develop and implement innovative GIS technology and applications towards the achievement of the strategic objective of the organization. Provide GISc to support institutional decision making. Provide research. Project and Financial Management.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/387: ENGINEER PRODUCTION GRADE A (03 POSTS)

SALARY: R728 829 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE: Head Office: Ref No: LDARD 05/06/2022 (01 post) Mopani District: Ref No: LDARD 06/06/2022 (01 post) Waterberg: Ref No: LDARD 07/06/2022 (01 post)

REQUIREMENTS: Grade 12 plus Engineering Degree (B Eng./ BSC Eng. Compulsory registration with ECSA as Professional Engineer (Proof of registration must be attached). 6 years post qualification experience. Sound knowledge and understanding of engineering legislation and policy frameworks, Sound knowledge and understanding project management, A valid driver’s licence (with exception of people with disabilities) (Attach proof). Knowledge, skills and competencies: Agricultural Engineering on planning, design, development and implementation. Project management, financial management, strategic management and construction and contract management, Report writing skills, communication and interpersonal skills.


ENQUIRIES: Head Office: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000 Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275 Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523

APPLICATIONS: Limpopo Head office : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699. Mopani: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture
**POST 23/388**

**DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM (PMDS) REF NO: LDARD 08/06/2022**

**SALARY**: R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

**CENTRE**: Head Office: Polokwane.

**REQUIREMENTS**: Grade 12 plus a NQF level 6 Qualifications in Public Management, Human Resource Management or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years’ relevant working experience of which three (3) years’ must be at Junior Management/Assistant Director level within PMDS. PERSAL certificate / results (Attached Proof). A valid drivers’ licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Proven management experience with Program and Project Management skills, Conflict management and change management skills. Report writing, Communication and Financial management skills. Experience and knowledge in Performance Management Development System. Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, Experience and insight into legislation which impacts on performance management and development systems. Thorough understanding of policy analysis and development.

**DUTIES**: Manage performance management and development system. Monitor, evaluate and align the PMDS with the needs of the department. Manage synergy and linkage between performance and developmental plans. Manage and monitor performance agreements, reviews and compliance. Develop and manage the implementation of PMDS practices, procedures, guidelines, policies and ensure compliance with legislation. Manage and utilise resources (financial, human and physical) in accordance with relevant directives and legislation.

**ENQUIRIES**: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: 015 294 3000

**APPLICATIONS**: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**POST 23/389**

**DEPUTY DIRECTOR: HUMAN RESOURCE PROVISIONING AND UTILISATION REF NO: LDARD 09/06/2022**

**SALARY**: R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

**CENTRE**: Head Office: Polokwane.


**DUTIES**: Manage recruitment and selection. Manage appointments. Manage transfers and debts, translations, counter offers and secondments. Manage the restructuring of packages of SMS & MMS. Manage and utilise resources
(Financial, Human and Physical) in accordance with relevant directives and legislations.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/390 : DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF NO: LDARD 10/06/2022

SALARY : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Head Office: Polokwane.

REQUIREMENTS : Grade 12 plus NQF 6 Qualifications in Labour Relations or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years’ relevant working experience of which three (3) years’ must be at Junior Management/ Assistant Director level within Employee Relations. A valid drivers’ licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Problem solving and conflict management skills. Strategic capability and Leadership skills. Proven management experience, Report writing, Communication and Financial management skills. Knowledge of the Public Service Regulations, Acts, Policies and Procedures. Knowledge of Prescripts governing Labour Relations, (BCEA, LRA, EEA, PSA, SDA); Disputes Resolution Procedures. Knowledge of Collective Bargaining Processes.

DUTIES : To manage misconduct and grievance cases. Coordinate and handle dispute cases. Manage and monitor management of the discipline, grievance or incapacity policies or guidelines. Collective bargaining. Supervise employees to ensure an effective Employee Relations management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: 015 294 3000
APPLICATIONS : Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/391 : DEPUTY DIRECTOR: EXTENSION AND ADVISORY SERVICES (05 POSTS)

SALARY : R882 042 per annum (Level 12), all-inclusive package to be structured in Accordance with MMS dispensation.

CENTRE : Mopani East: Ref No: LDARD 11/06/2022 (01 post)
Mopani North: Ref No: LDARD 12/06/2022 (01 post)
Vhembe District: Ref No: LDARD 13/06/2022 (01 post)
Waterberg West: Ref No: LDARD 14/06/2022 (01 post)
Sekhukhune District: Ref No: LDARD 15/06/2022 (01 post)

REQUIREMENTS : Grade 12 plus NQF level 6 Qualification in Agriculture or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years’ relevant working experience of which three (3) years’ must be at Junior Management/ Assistant Director level within Agriculture Operations. Valid driver’s licence (with exception of people with disabilities). (Attach copy). Proven management competencies. Competent knowledge in computer applications and writing skills. Knowledge, skills and competencies: Knowledge of Agricultural operations. Knowledge of Public Service Regulations, Public Service Act and any acts governing agricultural extension and advisory services, Policies and procedures. Knowledge of Public Finance Management Act. Strategic capability & leadership. Program and project management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Facilitation skills.

DUTIES : Overall management of Agro Ecological Zone and activities. Manage provision of extension services. Manage the provision of information to farmers in relation to agriculture. Facilitate access of services to farmers. Mobilization and linkages of farmers, communities and other stakeholders. Manage the identification and need analysis for agricultural enterprise. Manage crop and
animal production services. Manage provision of Rural Development facilitation and support services. Establishment and management of departmental structures to support and manage supply chain, state assets, expenditure, budget and human resource. Manage agricultural relationships among targeted interest groups and key stakeholders in the local wards. Analyse Agro-economic conditions of the Agro Ecological Zone for effective intervention strategy development. Evaluate feasibility of agricultural projects and attract agricultural investment into the Agro Ecological Zone. Evaluate policy and strategic interventions at local projects level and provide consistent advice to District Director, Chief Director, HOD, Councilors, Municipal Managers, Mayor, MEC and LDARD clients. Provide capacity building and training services to farmer.

ENQUIRIES : Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523
Vhembe District: Ms. Rathogwa M Tel No: (015) 963 2005 or Ms. Mashau VR Tel No: (015) 963 2007
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

APPLICATIONS : Mopani District: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510
Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or hand delivered to: Makwarela Government offices
Sekhukhune District: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices

POST 23/392 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT SERVICES REF NO: LDARD 16/06/2022

SALARY : R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE : Vhembe District.

REQUIREMENTS : Grade 12 plus NQF 6 Qualifications in Financial Management/Accounting/Auditing/Supply Chain Management and/or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years’ relevant working experience of which three (3) years’ must be at Junior Management/ Assistant Director level within Financial Management Services. Valid driver’s licence (with exception of people with disabilities). (Attach proof). Knowledge, skills and competencies: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on financial management. Proven extensive experience in financial planning, budgeting, reporting, revenue, expenditure management, accounting, supply chain management and assets management. Thorough understanding of policy analysis and development, People management. Financial management. Problem solving. Planning organizing, Time management. Policy analysis and development. Good communication skills; Group dynamics. Diversity management. Facilitation and coordination skills. Leadership skills.

DUTIES : Manage the financial planning, budgeting and reporting. Manage financial revenue, expenditure management and accounting. Manage the provision of supply chain management. Manage asset and inventory. Manage and utilise resources (Financial, Human and Physical) in accordance with relevant directives and legislations.

ENQUIRIES : Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005
APPLICATIONS: Applicants must quote the relevant reference number on the application and forwarded to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwawela Government offices

POST 23/393: DEPUTY DIRECTOR: FLEET MANAGEMENT REF NO: LDARD 17/06/2022

SALARY: R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE: Head Office; Polokwane.

REQUIREMENTS: Grade 12 plus NQF 6 Qualifications in Transport Management/Transport Economics/Logistics Management or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years’ relevant working experience of which three (3) years’ must be at Junior Management/Assistant Director level within Fleet Management. A valid drivers’ licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on fleet management. Thorough understanding of policy analysis and development. Program and Project Management skills. Financial management skills. Change management skills. Communication skills. Conflict management skills. Policy analysing skills. Report writing skills. Leadership skills. Facilitation and Coordination skills.

DUTIES: To manage provisioning of GG and subsidized vehicles. Manage maintenance of GG and subsidized vehicles. Manage the acquisition of GG and subsidized vehicles. Ensure effective management of vehicles register. Manage internal control systems. Manage inspection of GG and subsidized vehicles. Manage and utilise Resources (Human and Physical) in accordance with relevant directives and legislations.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/394: DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: LDARD 18/06/2022

SALARY: R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

CENTRE: Sekhukhune District.

REQUIREMENTS: Grade 12 plus NQF level 6 Qualifications in Human Resource Management/ Human Resource Development/ Public Management or Administration or equivalent appropriate tertiary qualification as recognised by SAQA. Three (3) – five (5) years’ relevant working experience of which three (3) years’ must be at Junior Management/Assistant Director level within HRM. A valid drivers’ licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Sound and in-depth knowledge of relevant prescripts and understanding of the legislative framework governing the Public Service i.e. Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act. Experience and insight into legislation which impacts on human resource provisioning. People management. Financial management. Problem solving. Planning & organising. Time management. Policy analysis and development, good communication skills. Group dynamics. Diversity management. Facilitation and co-ordination skills. Leadership skills.

DUTIES: Manage the provision of Human Resource Services. Manage Human Resource development and transformation services. Manage the provision of facilities and record management. Manage and utilise resources (Financial, Human and Physical) in accordance with relevant directives and legislations.

ENQUIRIES: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

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**POST 23/395**

**DEPUTY DIRECTOR: GOVERNANCE AND COMPLIANCE REF NO:**
LDARD 19/06/2022

**SALARY**
R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

**CENTRE**
Head Office: Polokwane

**REQUIREMENTS**

**DUTIES**
Manage compliance audits. Manage the implementation of audit findings. Manage the co-ordination and consolidation of management letters/response. Co-ordinate audit steering committee meetings.

**ENQUIRIES**
Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

**APPLICATION**
Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

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**POST 23/396**

**STATE VETERINARIAN (03 POSTS)**

**SALARY**
R744 255 per annum (Level 11), all-inclusive package to be structured in accordance with MMS dispensation.

**CENTRE**
Mokopane Laboratory Service: (Ref No: LDARD 20/06/2022) (01 post)
Mopani District: (Ref No: LDARD 21/06/2022) (01 post)
Vhembe District: (Ref No: LDARD 22/06/2022) (01 post)

**REQUIREMENTS**
Grade 12 plus a relevant tertiary qualification in Veterinary medicine (BVSc) and current registration with the South African Veterinary Council and a valid driver’s licence (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Thorough knowledge of the Meat Safety Act. Animal Diseases Act and supporting legislation and policies. Working knowledge of food safety risk management system. Interest and knowledge in veterinary pathology. Excellent interpersonal, negotiation and communication skills (verbal & written). Extensive knowledge on disease control programmes, Knowledge of international trade and legislation. Computer proficiency skills will be tested.

**DUTIES**
Manage animal disease control in the Local Agricultural offices. Management of Veterinary Services personnel and resources in the Local Agricultural offices. Formulation and implementation of disease control strategies and policies in the Local Agricultural offices. Monitor and evaluate disease control strategies in the Local Agricultural offices. Manage animal identification in the Local Agricultural offices. Liaison with other role players.

**ENQUIRIES**
Head Office: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: 015 294 3000
Vhembe District: Ms. Rathogwa M, Ms. Mashau VR Tel No: 015 963 2005
Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

**APPLICATIONS**
**Polokwane:** Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**Vhembe District:** Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices

**Mopani District:** Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
**POST 23/397**: CONTROL ENGINEERING TECHNICIAN (04 POSTS)

**SALARY**: R452 895 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

**CENTRE**: Head Office: Ref No: LDARD 23/06/2022 (01 post)
Waterberg District: Ref No: LDARD 24/06/2022 (01 post)
Sekhukhune District: Ref No: LDARD 25/06/2022 (01 post)
Vhembe District: Ref No: LDARD 26/06/2022 (01 post)


**DUTIES**: Manage and control the planning and design of infrastructure, irrigation and mechanisation (including farm plans, surveying, irrigation schemes, pump houses, dams, soil conservation works, in roads, implements, sterilisation plants etc.) in compliance with relevant legislation. Management technical support of infrastructure, irrigation and mechanisation projects. Render a technical advisory service to stakeholders. Keep abreast of the applicable prescripts, policies, procedures, technologies, and new developments in the subject field. Perform administrative and related functions.

**ENQUIRIES**: Head Office: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000
Vhembe District: Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005
Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523

**APPLICATIONS**: Polokwane: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247, Sibasa 0970 or hand delivered to: Makwarela Government offices
Sekhukhune District: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices
Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510

**POST 23/398**: CONTROL ANIMAL HEALTH TECHNICIAN REF NO: LDARD 27/06/2022

**SALARY**: R477 090 per annum (Level 10)

**CENTRE**: Mopani District

DUTIES: Coordinate animal health regulatory support services in terms of the Animal Health Disease Act. Manage the detection, prevention, eradication and control of controlled and noticeable diseases and zoonosis. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement. Sample collection and law enforcement. Manage extension services on animal health to animal owners. Keep up to date with regard to the applicable prescripts, policies, procedures, technologies and new developments to be able to render efficient and effective animal health support service. Perform administrative related functions.

ENQUIRIES: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

POST 23/399: LEGAL ADMINISTRATION OFFICER MR6 REF NO: LDARD 28/06/2022 (02 POSTS)

SALARY: R480 927 per annum (OSD), all-inclusive package to be structured in accordance with OSD dispensation.

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus an appropriate LLB degree or any 04 years’ legal qualification. At least 05 years’ appropriate post qualification legal experience. Admission as an Attorney/Advocate of the High Court of South Africa will be an added advantage. Driver’s licence (with exception of people with disabilities) (attach proof). Computer proficiency skills will be tested. Knowledge, Skills and Competencies: Thorough understanding of the Constitution, Administrative Law, Knowledge of the South African Judicial System, Interpretation of Statutes, Financial Management and Public Finance Management Act (PFMA) and all relevant legislation in the Public Service. Exposure to the legislation guiding the agricultural sector will be an advantage. Experience in providing litigation support in court cases for and against the Department. Ability to work under pressure. Research and planning skills as well as innovative and developed analytical thinking skills. Practical experience in the drafting, interpreting and scrutiny of contracts.

DUTIES: Advise the Department on exercising its statutory responsibilities in order to avoid and minimise litigation risks. Draft legal documents, memoranda, reports and submissions and provide verbal and written legal opinions. Scrutinise legislation guiding the Department and provide assistance during the legislative process. Deal with litigation on behalf of the Department through the State Attorney. Scrutinise contracts/agreement/MoU and comply with the prescribed procedure for the conclusion of binding documents. Provide support in Departmental Technical Committees. Development of reports and general Legal Administrative Work.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/400: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: LDARD 29/06/2022 (02 POSTS)

SALARY: R382 245 per annum (Level 09)

CENTRE: Head Office: Polokwane

DUTIES: To manage misconduct cases. Manage grievance cases. Coordinate and handle dispute cases. Collective bargaining. Supervise employees to ensure an effective Employee Relations management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/401: ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDARD 30/06/2022

SALARY: R382 245 per annum (Level 09)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus NQF level 6 Qualifications in Organisation and Workstudy Management Services, Production Management, Operations Management, Industrial and Organisational Psychology or HR Management, HR Development, Public Management/ Administration with minimum 3 years’ experience in organisational development/ workstudy and job evaluation supplemented by short course in Organisational Design. Certificate in Job Evaluation Analysis is compulsory. At least (3) years relevant experience in organisational development at supervisory level. A valid driver’s license (with exception of people with disabilities) (Attach proof). Knowledge, Competencies and Skills: Extensive knowledge and understanding of the legislative framework governing the Public Service, i.e Public Service Act, Public Service Regulations, Labour Relations Act, Public Finance Management Act, etc. Experience in organisational development practices, Business process re-engineering, Job evaluation system, job descriptions & job profile development, Work-study techniques (Method study and work measurement). Understanding of Amended 2015 Directive on changes to organisational structures by Departments. Skills: People management, financial management, Problem solving, Planning & organizing, Time management, Policy analysis, Good communication skills, Facilitation skills; Presentation skills; Coordination skills; Responsiveness; Personal attributes: Pro-activeness, Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; Supportive, Willingness to work under changing and difficult circumstances.

DUTIES: Design, develop, review and maintain strategic focused organisational structure. Facilitate and coordinate the development of job descriptions and job profiles. Facilitate the process of job evaluation for job grading. Conduct business process management and improvement. Supervise subordinates and utilise resources (financial, human and physical) in accordance with relevant directives.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

POST 23/402: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING & UTILISATION REF NO: LDARD 31/06/2022

SALARY: R382 245 per annum (Level 09)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus a NQF level 6 Qualifications in Human Resource Management / Human Resource Development / Public Management or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 03 years’ relevant experience in Human Resource Services/Management at supervisory position. Valid driver’s licence (with exception of people with disabilities) (Attach proof). PERSAL certificate / Results (Attach proof). Computer proficiency skills will be tested. Knowledge, Skills and Competencies: Knowledge of enabling legislations (BCEA, Public Service Act, Public Service Regulations, Employment Equity Act, Labour Relations Act and PFMA). Completion of PERSAL course relating to Human Resource
Management. Report writing skills. Willingness to work outside normal working hours.

**DUTIES**: Manage the advertisement of posts. Facilitate recruitment processes, e.g., selection, appointments and etc. Support and advise the line managers and districts with regard to recruitment and selection processes. Compile reports on filling of the advertised posts. Development and review of human resources policies and systems. Manage the structuring/restructuring of MMS and SMS packages. Manage upgraded posts from job evaluation. Management of transfers and translations.

**ENQUIRIES**

Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

**APPLICATIONS**

Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

**POST 23/403**: ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING & UTILISATION (02 POSTS)

**SALARY**: R382 245 per annum (Level 09)

**CENTRE**: Mopani District: Ref No: LDARD 32/06/2022 (01 post)

Waterberg District: Ref No: LDARD 33/06/2022 (01 post)


**ENQUIRIES**

Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523

**APPLICATIONS**

Mopani District Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510

**POST 23/404**: IT NETWORK ADMINISTRATOR REF NO: LDARD 34/06/2022

**SALARY**: R382 245 per annum (Level 09)

**CENTRE**: Sekhukhune District


**ENQUIRIES**

Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000

**APPLICATIONS**

Applicants must quote the relevant reference number on the application and forward The Director: Sekhukhune District, Limpopo Agriculture and Rural
POST 23/405: ANIMAL HEALTH TECHNICIAN (02 POSTS)

SALARY: R321 543 per annum (Level 08)

CENTRE: Mopani District: Ref No: LDARD 35/06/2022 (01 post)
Vhembe District: Ref No: LDARD 36/06/2022 (01 post)


DUTIES: Application of relevant acts and legislation in ward, district, province and country wide such as Animal Disease Act, its regulations, protocols, control measures and eradication schemes. Perform the following duties for disease control purposes: Inspections, Eradication Schemes, Disease Control Campaigns, Surveys. Facilitate training, mentorship and extension opportunities to farmers and do clinical work. Perform administrative responsibilities regarding line function administrative issues in area of responsibility. Render support service to the State Veterinarian and Control Animal Health with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement.

ENQUIRIES: Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
Vhembe District: Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices

POST 23/406: IT TECHNICIAN (REF NO: LDARD 37/06/2022)

SALARY: R321 543 per annum (Level 08)

CENTRE: Head Office: Polokwane

REQUIREMENTS: Grade 12 plus NQF level 6 Qualifications in Information Technology or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01year experience in Information Technology Support. A valid driver’s licence (with exception of people with disabilities) (Attach proof). Knowledge, Skills and Competencies: Knowledge of Microsoft Windows and Operating system environment. Knowledge of SITA Act and Information Technology Infrastructure Library (ITIL). Strong communications skills. LAN and WAN Technology and protocol. Report writing skills. Problem analysis and analytical thinking.

DUTIES: Provide Technical Support. Maintain Active Directory (AD) and Call Manager. Attend all calls logged on the Service desk system. Install transversal systems.

ENQUIRIES: Mr Mabula NJ, Ms Mtswene P & Ms. Mothapo RL Tel No: (015) 294 3000

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.
POST 23/407: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PROVISIONING & UTILISATION REF NO: LDARD 38/06/2022

SALARY: R321 543 per annum (Level 08)
CENTRE: Mopani District
REQUIREMENTS: Grade 12 plus NQF level 6 Qualifications in Human Resource Management / HRD or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 years’ experience in Human Resource Services. Knowledge, Skills and Competencies: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills, PERSAL Literacy will an added advantage.


ENQUIRIES: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

POST 23/408: SENIOR PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE REF NO: LDARD 39/06/2022

SALARY: R321 543 per annum (Level 08)
CENTRE: Mopani District
REQUIREMENTS: Grade 12 plus NQF level 6 Qualifications in Human Resource Management / HRD or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 years’ experience in Human Resource Services. Knowledge, Skills and Competencies: Public Service Regulations, Public Service Act, EEA, Report writing, Communication skills, PERSAL Literacy will an added advantage (Attach proof).

DUTIES: Handling of leave matters, Handling of pension matters, Handling of long service, handling of medical aid, Handling payment of leave gratuity, Handling of PILIR matters, Handling housing allowance, deductions and state guarantee. Termination of service on PERSAL.

ENQUIRIES: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826

POST 23/409: SENIOR STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: LDARD 40/06/2022

SALARY: R321 543 per annum (Level 08)
CENTRE: Mopani District
REQUIREMENTS: Grade 12 plus NQF level 6 Qualifications in Financial Management/Accounting or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01 years’ experience in Financial Management Services. Knowledge, Skills and Competencies: Knowledge of legislative framework (PFMA, PPPFA and Treasury Regulations). Knowledge of PERSAL and BAS.


ENQUIRIES: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
AGRICULTURAL ADVISOR: ANIMAL PRODUCTION) (05 POSTS)
(Twelve months fixed term contract)

SALARY: R321 543 per annum (Level 08) plus 37% in lieu of benefits

CENTRE:
- Waterberg District: Bela-Bela Ref No: LDARD 41/06/2022 (01 post)
- Mogalakwena Ref No: LDARD 42 (01 post)
- Mopani District: Tzaneen- Berlyn Service Centre Ref No: LDARD 43/06/2022 (01 post)
- Capricorn District: Eldorado Service Centre (Ref No: LDARD 44/06/2022) (01 post); My Darling Service Centre (Ref No: LDARD 45/06/2022) (01 post)

REQUIREMENTS:
Grade 12 plus NQF level 7 Qualifications in agriculture /Animal Production or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A Valid driver's licence (with exception of people with disabilities) (Attach proof). Knowledge, Skills and Competencies: Extensive knowledge in agricultural advisory. Knowledge of production planning and management. Knowledge of Public Service Legislation. IDPS, PGDS and CASP, extension norms and standards. Report writing skills, Computer skills, Problem solving skills, Analytical skills and ability to communicate with stakeholders at all levels. Knowledge of new agricultural technology and agricultural technical knowledge. Knowledge of project monitoring and evaluation. Knowledge of planning and organizing, Facilitation skills. Networking skills and knowledge of other agricultural programmes, e.g. CASP, Letsema, Extension Recovery Plan (ERP), Land care and Fetsa Tlala. Language proficiency will be tested.

DUTIES:
To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers’ days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like animal production. Establish networks and linkages with all stakeholders, keep relevant database up to date such as farmers’ database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care, etc.

ENQUIRIES:
- Mopani District: Mr. Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
- Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: 015) 632 8619
- Waterberg District: Mr. Matjiu SK Tel No: (014) 717 4949 or Ms. Malatji MA Tel No: (014) 717 2523

APPLICATIONS:
- Mopani District: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
- Capricorn District: Applicants must quote the relevant reference number on the application and forward to The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices
- Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: NTK Building Modimolle 0510
AGRICULTURAL ADVISOR: CROP PRODUCTION (09 POSTS)
(Twelve months fixed term contract)

SALARY: R321 543 per annum (Level 08) plus 37% in lieu of benefits.

CENTRE:
- Waterberg District: Modimolle-Mookgophong Ref No: LDARD 46/06/2022 (01 post)
- Mopani District: Tzaneen- Berlyn Service Centre Ref No: LDARD 47/06/2022 (01 post)
- Letaba-Bellevue Service Centre Ref No: LDARD 48/06/2022 (01 post)
- Sekhukhune District: Elias Motsoaledi - Sempupuru Service Centre Ref No: LDARD 49/06/2022 (01 post)
- Makhuduthagama-Nebo Service Centre Ref No: LDARD 50/06/2022 (01 post)
- Tubatse - Strydkraal Service Centre Ref No: LDARD 51/06/2022 (01 post)
- Vhembe District: Thulamela Ref No: LDARD 52/06/2022 (01 post)
- Collins Chabane Ref No: LDARD 53/06/2022 (01 post)
- Musina Ref No: LDARD 54/06/2022 (01 post)

Requirements:
- Grade 12 plus NQF level 7 Qualifications in agriculture/ Crop Production or equivalent appropriate tertiary qualification as recognised by SAQA. Minimum of 01-year relevant experience. Registration with a professional body (e.g. SACNASP) is compulsory. A Valid driver's license (with exception of people with disabilities) (Attach proof).
- Language proficiency will be tested.

DUTIES:
- To promote sustainable development in the agricultural sector through the application of the appropriate extension principles and methods. Provide technical support for the organised agriculture and other agricultural stakeholders and assist in planning, advice, and aftercare support. Promote sustainable production of agricultural products. Determine the research needs of the area. Establish and enhance the relationship with clients (internal and external) stakeholders. Provide continuous support to ensure sustained production and quality improvement. Render scientific and technical advice to internal and external clients to ensure sustainable development. Conduct farmers’ days, demonstrations, and information days to the farming communities. Conduct situational analysis to identify the real needs and facilitate the implementation of best practices and technology. Empower and build capacity of producers, commodity groups to ensure self-reliance. Provide advice on various subject matter like crop production. Establish networks and linkages with all stakeholders, keep relevant database up to date, such as famers’ database. Compile and submit monthly and quarterly reports. Keep up to date with regard to applicable prescripts, policies, procedures, technology advisory services. Implement programmes such as CASP, Letsema, Land care, etc.

ENQUIRIES:
- Mopani District: Sithole SR Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
- Vhembe District: Ms. Rathogwa M, Ms. Mashau V. R Tel No: (015) 963 2005
- Capricorn District: Ms. Sebatjane LD Tel No: (015) 632 8609 or Ms. Moeti M Tel No: (015) 632 8619
- Sekhukhune District: Ms. Laka MA Tel No: (015) 632 7000 or Ms. Mphahlele RS Tel No: (015) 632 7000
- Waterberg District: Mr. Matjiu SK ( (014) 717 4949 or Ms. Malatji MA ( 014) 717 2523

APPLICATIONS:
- Mopani District: Applicants must quote the relevant reference number on the application and forward to The Director: Mopani District Limpopo Agriculture and Rural Development, Private Bag X577, Giyani 0826 or hand delivered to: Old Parliamentary Building Giyani 0826
- Vhembe District: Applicants must quote the relevant reference number on the application and forward to The Director: Vhembe District, Limpopo Agriculture and Rural Development, Private Bag X2247 Sibasa 0970 or hand delivered to: Makwarela Government offices
Capricorn District: Applicants must quote the relevant reference number on the application and forward to The Director: Capricorn District, Limpopo Agriculture and Rural Development, Private Bag X28, Chuenespoort 0745 or hand delivered to: Block 28 Next to Traffic Government offices

Sekhukhune District: Applicants must quote the relevant reference number on the application and forward to The Director: Sekhukhune District, Limpopo Agriculture and Rural Development, Private Bag X01, Chuenespoort 0745 or hand delivered to: Block 27 Next to Traffic Government offices

Waterberg District: Applicants must quote the relevant reference number on the application and forward to The Director Waterberg District Limpopo Agriculture and Rural Development, Private Bag X1048, Modimolle 0510 or hand delivered to: NTK Building Modimolle 0510

POST 23/412: ADMINISTRATIVE CLERK (02 POSTS)

SALARY: R176 310 per annum (Level 05)

CENTRE: Head Office: Corporate Services Ref No: LDARD 55/06/2022 (01 post)
Financial Management Ref No: LDARD 56/06/2022(01 post).

REQUIREMENTS: A grade 12 certificate or equivalent. NQF level 6 Qualification in Management Assistant and Public Management will be an added advantage. Basic knowledge of Clerical administrative work. Knowledge, Skills and Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service.

DUTIES: Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component.

APPLICATIONS: Applicants must quote the relevant reference number on the application and forward to The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply

APPLICATIONS: Applications for Head Office should be addressed to: Head of Department, Limpopo Department of Social Development, Private Bag X9710, Polokwane, 0700 or hand-delivered at 21 Biccard Street, Olympic Towers Building, Ground Floor Office 030.

Capricorn: The District Director, Private Bag X 9709, Polokwane, 0700 or hand delivered at 34 Hans Van Rensburg Polowane, 0699

Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737 or hand delivered at Old Parliament Building Lebowakgomo

Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0737 or hand delivered at Old Parliament Building Thohoyandou

Waterberg: The District Director, Private Bag X1051, Modimolle, 0510 or hand delivered at Cnr Elias Motswaledi & Thabo Mbeki Street, Modimolle

Mopani: The District Director, Private Bag X9689, Giyani, 0826 or hand delivered at Unigaza Road Giyani. Please note that the positions advertised at following institutions should be addressed to the Districts as follows: Tubatse Children’s home should be addressed to Sekhukhune District, Sekutupu to Capricorn District, Irish Home to Mopani District, Thohoyandou Children’s home and Mtsweteni Children’s home to Vhembe District

CLOSING DATE: 15 July 2022 at 16h00

NOTE: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a duly completed Z83 application for employment form, and a detailed Curriculum Vitae. Z83 forms is obtainable from all Government Departments or can be downloaded from www.dpsa.gov.za. Certified copies of qualifications and other relevant documents must be submitted with the application.
documents will be required to be submitted when shortlisted on or before the interview. Correspondence will be entered into with the shortlisted candidates only and if you do not receive any response from us within three (03) months after the closing date, you may regard your application as unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No. 3 of 2000. All the recommended candidates will be subjected to personnel suitability checks on criminal records, citizenship, and educational qualifications. It is the responsibility of the candidate to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Faxed applications will not be considered. Applicants must clearly indicate the reference number on the Z83. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right to make an appointment in respect of the advertised post. The employment decision shall be informed by the Employment Equity Plan of the Department. Please note: Due to austerity measure, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews.

OTHER POSTS

POST 23/413 : MANAGER SOCIAL WELFARE SERVICES REF DSD/2022/08 (1 POST)

SALARY : R806 811 per annum (All-Inclusive Remuneration Package)
CENTRE : Capricorn District

DUTIES : Key Performance Areas: Provide Social Work services of the highest, most advanced and specialised nature within the District, Manage Social Work Programmes in the District, Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/414 : MANAGER: SOCIAL WORK POLICY: FOSTER CARE REF DSD/2022/09 (1 POST)

SALARY : Grade 1: R806 811 per annum, (All-Inclusive Remuneration Package)
CENTRE : Head Office: Polokwane

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426


SALARY: Grade 1: R806 811 per annum, (all-inclusive remuneration package)
CENTRE: Head Office: Polokwane

DUTIES: Key Performance Areas: Ensure compliance with guidelines and frameworks in the management of HIV/AIDS programs. Keep up to date with the new developments in the social work filed. Capacitate social workers and relevant stakeholders on HIV/AIDs programs. Implement HIV/AIDs promotion programs. Coordinate social relief of distress programs. Monitor and study the social service legal and policy framework continuously. Ensure provision of community-based care services.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/416: MANAGER: COMMUNITY DEVELOPMENT REF: DSD/2022/11 (4 POSTS)

SALARY: Grade 1: R806 811 per annum, (all-inclusive remuneration package): CENTRE: Capricorn (1 Post)
Waterberg (1 Post)
Sekhukhune (1 Post)
Vhembe (1 Post)
REQUIREMENTS: Qualifications and Competencies: A Bachelor’s degree in developmental studies/ social sciences or equivalent qualification as recognized by SAQA. A minimum of ten (10) years’ recognisable experience in community development after obtaining the required qualification. A valid driver’s licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills

DUTIES: Key Performance Areas: Develop the business plan in line with the strategic objectives of the department. Manage and coordinate activities of community development. Manage and monitor activities of service providers. Manage sustainable livelihood information. Promote inter-sectoral collaboration to ensure integrated services. Formulate and manage the component’s budget against its strategic objectives. Develop, implement and maintain community development policies. Design and implement integrated development programmes that facilitate empowerment of communities towards sustainable livelihood. Manage physical, financial and human resources.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/417: DEPUTY DIRECTOR: HEAD OF THE INSTITUTION, REF: DSD/2022/12 (1 POST)

SALARY: R744 255 per annum; (Level 11)( all -inclusive remuneration package)
CENTRE: Thohoyandou/Mtsweteni Children’s Home
**REQUIREMENTS**: Qualifications and Competencies  
An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Social Science or equivalent qualification. Three (03) to Five (05) years’ experience at management level. A valid driver’s license (with exception of persons with disabilities). Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation, Labour Relation Act, Development Act, Supply Chain Management, PFMA and Treasury Regulations. Good communication and presentation skills. Knowledge in applying multi-disciplinary team approach.

**DUTIES**: Key Performance Areas: Provide comprehensive childcare services. Manage provision of social, emotional, and psychological care services. Provide Human Resource Management and Development. Manage Resources development and training of employees. Manage health care services. Manage resources [financial, physical and Human].

**ENQUIRIES**: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

**POST 23/418**:  
**DEPUTY DIRECTOR: ADMINISTRATIVE SUPPORT AND COORDINATION:**  
**MEC’S OFFICE REF NO: DSD/2022/13 (1 POST)**

**SALARY**: R744 255. per annum, (Level 11)

**CENTRE**: Head Office: Polokwane

**REQUIREMENTS**: Qualifications and Competencies  
An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Public Administration/Social Sciences. Three (03) to Five (05) years’ experience at management level. A valid driver’s license. (with exception of persons with disabilities.  
Competencies: Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC)’ portfolio; Proven management competencies; Working knowledge of the political and parliamentary process in South Africa, Computer Literacy. Knowledge And Skills: Organizational communication effectiveness; Developing others; Planning and organizing; Problem solving and decision-making; Project management; Team leadership.

**DUTIES**: Key Performance Areas: Manage the administrative and coordination activities within the office of the Member of the Executive Council(MEC);Liaise with internal and external role players with regard to matter relating to the portfolio of the Member of the Executive Council(MEC) Render executive council support service of the Member of the Executive Council(MEC)Supervise employees.

**ENQUIRIES**: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

**POST 23/419**:  
**DEPUTY DIRECTOR: CORPORATE SERVICES, REF DSD/2022/14 (2 POSTS)**

**SALARY**: R744 255. per annum,(Level 11) (All-Inclusive Remuneration Package):  
**CENTRE**: Capricorn (1 Post) Sekhukhune (1 Post)

**REQUIREMENTS**: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Public Administration/HRM/HRD/Employee Relations 3 – 5 years’ appropriate experience in any of the Corporate Services units. Knowledge of one or more of the following will be an added advantage: Human Resource Management/Development, Labour Relations and project Management. A valid driver’s licence, (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Financial Management skills. Persal literacy.

**DUTIES**: Key Performance Areas: Develop the business plan in line with the strategic objectives of the District Corporate Services. Manage and coordinate Human Resource Management processes. Manage and coordinate Human Resource Development and Planning processes. Manage and coordinate Labour Relations. Manage and ensure effective and efficient logistical services. Formulate and manage the component’s budget. Manage and utilise human resource in accordance with the relevant directives and legislation. Manage financial, administrative and related functions.
ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/420 : DEPUTY DIRECTOR: INFORMATION TECHNOLOGY, REF: DSD/2022/15 (1 POST)

SALARY : R744 255. per annum,(Level 11) (All-Inclusive Remuneration Package):

CENTRE : Head Office, Polokwane

REQUIREMENTS : Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Computer Science, Information Science or Information Technology. 3 – 5 years’ appropriate experience in Information Technology. A valid driver’s licence. (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills.

DUTIES : Key Performance Areas: Develop the business plan in line with the strategic objectives of the department. Drive innovation and use of information technology. Manage and implement national legislation on Information Technology. Manage the development, upgrading, maintenance and updating of IT systems and network. Develop partnerships and network with relevant stakeholders. Manage resources (physical, human and financial). Manage, monitor and advise on the appropriate information technology infrastructure. Ensure delivery of all IT services through the management of service level agreements with the outsourced service partners.

ENQUIRIES : General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/421 : SOCIAL WORK SUPERVISOR GRADE 1 (15 POSTS)

SALARY : Grade 1: R389 991.per annum

CENTRE : CAPRICORN DISTRICT
Blouberg Ref No: DSD/2022/16 (1 Post)
Molemole Ref No: DSD/2022/17 (1 Post)
Aganang Ref No: DSD/2022/18 (1 Post)
SEKHUKHUNE DISTRICT
Elias Motsoaledi Ref No: DSD/2022/19 (1 Post)
Ephraim Mogale Ref No: DSD/2022/20 (1 Post)
Fetakgomo Ref No: DSD/2022/21 (1 Post)
VHEMBE DISTRICT
Thulamela Ref No: DSD/2022/22 (1 Post)
Makhado Ref No: DSD/2022/23 (1 Post)
Collins Chabane Ref No: DSD/2022/24 (1 Post)
MOPANI DISTRICT
Maruleng Ref No: DSD/2022/25 (2 Posts)
Ba-Phalaborwa Ref No: DSD/2022/26 (1 Post)
WATERBERG DISTRICT
Thabaleshoba Ref No: DSD/2022/27 (1 Post)
Bakenburg Ref No: DSD/2022/28 (1 Post)
Phagameng Ref No: DSD/2022/29 (1 Post)


DUTIES : Key Performance Areas: Ensure that social work services are rendered with regard to the care, support, protection and development of vulnerable individual, groups, families and communities through the relevant programmes. Ensure service compliance to norms and standards. Ensure social worker’s compliance with South African Council for Social Service Professions [SACSSP] projects. Supervise and advise social workers and social auxiliary workers. Coordinate and manage all programmes including transformation of
social welfare services. Rendering support and mentoring social workers. Rendering counselling to clients. Monitoring and evaluation of non-profit organisations.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/422: ASSISTANT DIRECTOR: HEAD OF THE INSTITUTION, REF DSD/2022/30 (2 POSTS)

SALARY: R382 245.00 Per Annum; (Level 9)
CENTRE: Mopani: Irish Home (1 Post) Tubatse Children’s Home (1 Post)
REQUIREMENTS: Qualifications and Competencies An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Social Science or equivalent qualification. Two (02) to three (03) year’s experience in supervisory level. A valid driver’s license (with exception of persons with disabilities. Knowledge and Skills: Knowledge of Public Service Act, Public Service Regulation, Labour Relation Act. Development Act, Supply Chain Management, PFMA and Treasury Regulations. Good communication and presentation skills. Knowledge in applying multi-disciplinary team approach.
DUTIES: Key Performance Areas: Provide comprehensive childcare services. Manage provision of social, emotional, and psychological care services. Provide Human Resource Management and Development. Manage Resources development and training of employees. Manage health care services. Manage resources [financial, physical and Human].

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/423: ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF: DSD/2022/31 (2 POSTS)

SALARY: R382 245 per annum, (Level 9)
CENTRE: Mopani (1 Post) Sekhukhune (1 Post)
REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Financial Management/ Business Management. 2 – 3 years’ appropriate experience in Supply Chain Management field. A valid driver’s licence. (with exception of persons with disabilities. Knowledge and Skills: Computer Literacy. Good communication skills. Knowledge of legal framework governing the public service. Interpersonal skills.
DUTIES: Key Performance Areas: Assist in developing the business plan in line with the strategic objectives of the department. Manage demand and acquisition. Ensure effective asset management. Provide purchasing and stores management. Provide transport management services within the institution. Provide logistical support services. Manage and utilise human resource in accordance with relevant directives and legislation.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/424: ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETING, REF DSD/2022/32, (1 POST)

SALARY: R382 245 per annum, (Level 9)
CENTRE: Mopani
REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management. Three (03) years of experience at lower managerial level. Valid vehicle (Code EB) driver’s license (with exception of persons with disabilities. Knowledge And Skills Knowledge and understanding of National Treasury prescripts (PFMA, Treasury Regulations, Modified Cash Standards, National Treasury Instruction Notes etc.). Knowledge of BAS and LOGIS. Communication skills. Presentation skills. Analytical thinking. Computer Literacy.
DUTIES: Key Performance Areas: Authorises reimbursement transactions on the accounting system. Oversees the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Manages payments. Manages monthly creditor’s reconciliation. Compiles reports and submission relating to expenditure and accounts. Provides support to institutions on payments and related matters. Manages resources (Financial and Physical).

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/425: INFORMATION TECHNOLOGY TECHNICIAN REF: DSD/2022/33 (4 POSTS)

SALARY: R382 245 per annum, (Level 9)
CENTRE: Mopani (1 Post)
Vhembe (1 Post)
Waterberg (1 Post)
Sekhukhune (1 Post)

REQUIREMENTS: Qualifications and Competencies: An undergraduate qualification (NQF Level 6) or equivalent as recognized by SAQA in Computer Science, Information Science or Information Technology. 3 – 5 years’ appropriate experience in Information Technology. A valid driver’s licence. Knowledge and skills: Knowledge and understanding of the legislative framework governing the Public Service. Computer literacy. Good communication skills. Problem solving skills. Knowledge and understanding of procurement procedures, standards, regulations and tender procedures.

DUTIES: Key Performance Areas: Implement the business operational plan in line with the strategic objectives of the department. Implement national legislation on Information Technology. Maintenance and updating of IT systems and network. Monitor and advise on the appropriate information technology infrastructure.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/426: COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 REF: DSD/2022/34 (5 POSTS)

SALARY: Grade 1: R369 258 per annum
CENTRE: Capricorn (Polokwane-Mankweng) (1 Post)
Sekhukhune (Ephraim Mogale) (1 Post)
Vhembe (Thulamela) (1 Post)
Waterberg (Modimolle-Mookgopong) (1 Post)
Mopani (Greater Letaba) (1 Post)


DUTIES: Key Performance Areas: Manage community development structures and projects. Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Supervise and support community development practitioners to ensure that there is communication and coordination with all the relevant role players, internal and external. Perform administrative support on community development and related activities. Keep up to date with the new developments in the community development field to enhance service delivery. Enquiries:

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/427: PROFESSIONAL NURSE: REF DSD/2022/35 (1 POST)

SALARY: Grade 1: R260 760 per annum
CENTRE: Thohoyandou Children’s Home
REQUIREMENTS: Qualifications and Competencies: Basic R425 qualification i.e Diploma/Degree in Nursing or equivalent qualification. Current registration with the South African Nursing Council as a professional nurse. Knowledge And Skills: Knowledge of nursing care processes and procedures, nursing statutes and another relevant legal framework such as Nursing Act, OHSA, Patient Right Charter etc. Good communication skills. Report writing skills. Facilitation skills. Liaison and networking skills. Information management. Computer literacy.

DUTIES: Key Performance Areas: 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. Working in partnership with a diverse range of clients with addiction problems, their families and to promote recovery and well-being. Participate in the treatment program. Assessment and management of risk physical health screening for co-existing physical health problems including blood-borne diseases and nursing interventions. Participate in comprehensive assessments, treatment planning, evidence-based interventions (inclusive of risk assessment and management) and discharge planning for clients with complex addiction problems. Conduct outreach.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/428: CHILD AND YOUTH CARE TEAM LEADER REF DSD/2022/36 (1 POST)

SALARY: Grade 1: R159 603 per annum

CENTRE: Capricorn: sekutupu

REQUIREMENTS: Qualifications and Competencies: An appropriate recognised NQF level 4(Grade 12) or equivalent qualification, a Basic qualification in Child and youth care work after obtaining the required qualification. Knowledge And Skills: Knowledge and understanding of the legislative framework governing old age home. Good communication and listening skills, Ability to intervene and resolve conflict, Good time keeping, Ability to maintain Confidentiality.


ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426

POST 23/429: CHILD AND YOUTH CARE WORKER: REF: DSD/2022/37 (4 POSTS)

SALARY: Grade 1: R143 073 per annum

CENTRE: Tubatse Children Home (2 Posts)
             Thohoyandou Children’s Home (2 Posts)

REQUIREMENTS: Qualifications and Competencies: An appropriate recognised NQF level 4(Grade 12) or equivalent qualification, a Basic qualification in Child and youth care worker will be an added advantage. Knowledge And Skills: Knowledge and understanding of the legislative framework (Children’s act, Child Care Act, Child Justice Act) governing children’s home. Good interpersonal relationships, Ability to handle pressure. Honesty and confidentiality, customer care skills.

DUTIES: Key Performance Areas: Receive children and youth to the care facility after admission, Provide orientation of the child to the centre. Provide care and development of children and youth where their needs are protected. Ensure that children/youth receive medical service. Facilitate the independent living and recreational programmes. Organise family visits and contact. Escort children to external services. Assist with implementation of developmental and therapy programmes. Perform administrative duties.
ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426


SALARY: Grade 1: R126 789 per annum
CENTRE: Mopani: Irish Home
REQUIREMENTS: Qualifications and Competencies: Appropriate Trade Test Certificate, Knowledge of Building regulation and sans norms, Experience in planning, design and construction, A valid driver’s licence, (with exception of persons with disabilities. Knowledge And Skills: Knowledge and understanding of the legislative framework governing in the public service. Proven ability and exposure to working with multidisciplinary teams, Hands -on experience in maintenance management, co-ordination skills, Computer Literacy, Good communication skills, Leadership and Management skills, Interpersonal Skills, Report writing skills, Analytic skills, Knowledge and experience in project management.

DUTIES: Key Performance Areas: Provide planning and coordination of facility development and maintenance. Maintenance of the facility. Monitor the performance of the multidisciplinary teams at various capital projects and post-construction maintenance on physical facilities.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426


SALARY: R124 434.per annum (Level 03)
CENTRE: Thohoyandou Children’s Home

DUTIES: Key Performance Areas: Transporting clients to various destination. Collect post and documents in and out of the institution. Responsible to take vehicles in and out from merchants. Ensure cleanliness of state vehicles.

ENQUIRIES: General enquiries about the advertised posts should be directed to Mr MJ Sekgobela / Mr QLM Mogotlane / Ms ME Gafane at Tel No: 015 230 4315/4375/4426
ANNEXURE V

PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF HEALTH

The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.

CLOSING DATE: 08 July 2022
NOTE: N.B. Applicants are advised to apply as early as possible to avoid disappointments. Note: Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form 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. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Health within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. Please quote the Correct references when applying and where possible the station / centre where the post is. www.mpuhealth.gov.za Only Online Applications will be accepted. NB: Candidates who are not contacted within 90 DAYS after the closing date must consider their applications as having been unsuccessful. Please Note Candidates shortlisted for SMS positions will be subjected to a Technical Exercise as part of the interview. Recommended candidates for MMS and SMS posts will need to undergo a Competency Assessment. Candidate recommended for SMS positions must be in possession of Certificate of Entry into SMS within the Public Service obtained from the NSG before they are appointed. Security clearance will be conducted before appointment is made in all positions. Those who have previously applied for the re-advertised posts may re-apply. The Department reserves the right to amend / review / withdraw the advertised posts if by so doing, the best interest of the department will be well served. (People with disabilities are also requested to apply and indicate such in their applications)

ERRATUM: Kindly note that the post advertised in Public Service Vacancy Circular 18 of 22 dated 20 May 2022, the post of an Assistant Director: Corporate Services (Replacements) (3 Posts), Bethal Hospital, Standerton Hospital (Gert Sibande District) and Mmametlhake Hospital (Nkangala District) with Ref. No.: MPDoH/May/22/09 has been re-advertised on 24 June 2022.

OTHER POSTS

POST 23/432: MEDICAL SPECIALIST GRADE 1: FAMILY PHYSICIAN REF NO: MPDOH/JUNE/22/20
(Replacement)

SALARY: R1 122 630 - R1 191 510 per.annum (Depending of years of experience in terms of OSD).

CENTRE: Barberton Hospital (Ehlanzeni District).

REQUIREMENTS: Senior Certificate / Grade 12 plus appropriate qualification that allows registration with the HPCSA as a Medical Specialist in Family Physician (2022). At least three (3) years of the period referred to above must be appropriate / recognisable experience at management level. Knowledge of the legislative
and Policy framework as well as the current transformation strategies in the Public Sector. Good communication, conflict management and interpersonal skills. Computer literacy.

**DUTIES**

Delegate, Supervise and coordinate the provision of effective and efficient patient care through adequate quality clinical services, supervision of junior colleagues and provide outreach services to surrounding primary healthcare facilities. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care. Develop/establish and maintain constructive working relationships with all categories of staff and other stakeholders. Participate in the analysis, formulation and implementation of clinical guidelines, practices, standards, policies, PMDS, procedures, Contingency and Strategic Plans. Monitor and ensure proper utilization of human, financial and physical resources. Quality management including infection control, information management and clinical audits. Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Monitor and ensure proper utilization of financial and physical resources. Implement all relevant prescripts. Manage and monitor proper utilization of human financial and material resources. Manage the budget according to PFMA. NB: Any previous experience must be covered by the attachment of certificate of services.

**ENQUIRIES**

Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomusa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

**APPLICATIONS**

Departmental Online Application System: www.mpuhealth.gov.za.

**POST 23/433**

**OPERATIONAL MANAGER (PN-B3): CASUALTY** REF NO: MPDOH/JUNE/22/21
(Replacement)

**SALARY**

R571 242 - R662 223 per annum (Depending of years of experience in terms of OSD).

**CENTRE**

Ermelo Hospital (Gert Sibande District).

**REQUIREMENTS**

Senior Certificate / Grade 12 plus Basic qualification accredited with the South African Nursing Council in Terms of Government Notice 425, (i.e. Diploma / Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification, with duration of at least one (1) year, accredited with the SANC in terms of Government Notice No R212 in Casualty. A minimum of nine (9) years appropriate/recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. At least five (5) years of the period referred to above must be appropriate / recognizable experience in Labour ward after obtaining the one (1) year post basic Casualty. Proof of current registration with SANC (2022). A Diploma / Degree in Nursing administration and Management will be an added advantage. Attach Service certificate from the previous employer/s endorsed by Human Resource. Knowledge/skills: Basic computer literacy, strong Leadership skills, Good communication and Sound Interpersonal skills. Ability to work under pressure, manage own time, function as an effective leader of the nursing team. Implement and manage change. Willingness to work shifts and standby in accordance with the requirements of the unit and nursing services. Report writing.

**DUTIES**

The candidate will be responsible for Planning, Organizing, Managing, and coordinating as well as maintaining an optimal, specialized Nursing Services as an Operational Manager in Casualty. Develop / establish and maintain constructive working relationships with Nursing and stakeholders (i.e. inter-Professional, inter-sectoral and multi-disciplinary team workers). Participate in the analysis, formulation, and implementation of nursing guidelines, practices, Standards, and procedures. Effectively manage the utilization of Human, Financial and Physical resources. Maintain professional Growth / Ethical standards and self-development. Deliver a supportive service to the Nursing Service and the institution by taking overall supervision after hours and on weekends. Ensure implementation of Norms and Standards and Ideal Hospital Framework and develop Quality Improvement Plans. Manage Performance and Development of staff as well as participating in the Managers scheduled meetings. Exercise control of discipline, grievance and other labour related issues in terms of laid down policies or procedures. Manage data in the
unit and ensure submission to facility information office. Identity develop and control Risk Management Systems within the unit. Provide safe therapeutic environment as laid by Nursing Acts, Occupational Health and safety Acts and all the applicable prescripts. Implementation and management of Infection Prevention and Control protocols. Uphold the Batho Pele and Patients Right Principles. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.


POST 23/434 : ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: MPDOH/JUNE/22/22 (3 POSTS)

(Re-Advertisements)

SALARY : R477 090 per.annum. (Level 10) plus service benefits.

CENTRE : Bethal Hospital, Standerton Hospital (Gert Sibande District) and Mmamethake Hospital (Nkangala District)

REQUIREMENTS : Senior Certificate / Grade 12 plus Diploma / Degree in Administration or Public Management as recognized by SAQA. At least 3 to 5 years’ relevant experience of which three (3) years’ experience must be at supervisory / managerial (level 8). Knowledge of Human Resources and Administrative support services. Sound financial management, facility management and supervision. Valid driver’s licence. Willingness to work extra hours and be on standby when need arises. Advanced computer literacy (MS Word, Excel). Good written and communication skills. Good planning and organizational skills. Knowledge of the PFMA / Labour Relations and other relevant prescripts. Good interpersonal, problem – solving and dispute resolution, communication, analytical and writing skills. Computer literacy. Valid driver’s license. Ability to work under pressure with minimum supervision. Ability to conduct seminars or workshops and presentation of budget. Strong leadership, managerial, organisational, strategic, operational and contingency planning skills. Independent decision-making, problem-solving and interpersonal skills. Knowledge of the Public Service Regulations 2001, Public Service Act 1994, Employment Equity Act 55 of 1998, Labour Relations Act 66 of 1995 and other related prescripts of the Department of Health.

DUTIES : Overall management of hospital administration include facility management and security. Efficient and effective implement the Departmental strategic planning of the corporate services. Management of personnel administration, human resource development and training, disciplinary procedures, labour relations, recruitment and selection processes and staff performance assessment. Management of hospital fees, admissions and medical records. Effectively manages all facility based support services and oversees maintenance requirements. Support the Medical Manager and management team. Effectively and efficiently run the Corporate Services within the hospital and give full support to other services and programmes within the Hospital. Ensure high level of administration and improve cleanliness within the hospital environment. Promotion of equity when it comes to resource distribution to ensure that the targets are achieved. Effectively manage and develop human resources, including sound employment relations. Support Employee Assistance Programme, departmental health information and communication technology functions in the hospital. Exercise and regulate, control over institutional activities. Monitor implementation of the plans. Represent the district / hospital in various forums at the district level and report to senior structures of the department. Provide subordinates with the overall policy framework and provide strategic leadership. Develop and maintain constructive working relationships within administration and support and other Professional structures. Monitor and ensure proper utilisation of financial and physical resources. Be responsible for the supervision and evaluation of the staff performance. Manage the office budget. Coordinate proper staffing of hospital.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

POST 23/435 : CHIEF MEDICAL ORTHOTIST AND PROSTHETIST GRADE 1 REF NO: MPDOH/JUNE/22/23
(Replacement)

SALARY : R473 112-R525 087 p.a (Depending of years of experience in terms of OSD).

CENTRE : Ermelo Hospital (Gert Sibande District)

REQUIREMENTS : Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) in the relevant profession (where applicable). Current valid registration with the HPCSA (2022). A minimum of three (3) years’ experience in the field of Medical Orthotist and Prosthetist after registration with Health Professional Council of South Africa (HPCSA) as independent practice (where applicable). A valid driver’s licence is an inherent requirement. Knowledge of relevant legislation such as National Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Service delivery innovation, knowledge management, problem solving skills and analysis, good communication, client orientation and customer focus.

DUTIES : The efficient and effective delivery of clinical and related administrative MOP services. Conduct Multi-Disciplinary – and Outreach clinics (PHC). Report on service delivery. Measure, manufacture, fit and service MOP devices. Assist in supervision and training of subordinates and students. Assist in proper management of stores and inventory. Assist in implementing guidelines, protocols, Standard Operating Procedures and policies for the MOP centre, that are in line with the National and Provincial strategies. Assists in promoting continuous development and training of self and personnel. Promote a safe and healthy working environment through compliance with relevant legislation including Occupational Health and Safety and other relevant committees and policies in the hospital. NB: Any previous experience must be covered by the attachment of certificate of services.

ENQUIRIES : Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomza Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.


POST 23/436 : SENIOR STATE ACCOUNTANT REF. NO: MPDOH/JUNE/22/24
(Replacement)

SALARY : R321 543 per.annum. (plus service benefits)

CENTRE : Barberton Hospital (Ehlanzeni District)

REQUIREMENTS : Senior Certificate / Grade 12 plus six (6) years relevant experience or Diploma / Degree in Finance / Logistics / Procurement / Supply Chain / Accounting / Financial Management plus three (3) years relevant experience. Knowledge of the compilation of financial statements and disclosure notes, in-year monitoring and reporting, Supply Chain Management and Financial Accounting. The ability to interpret and apply financial policies, procedures and prescripts. Ability to compile reports on non-compliance and presentation thereof. Knowledge of contract management policies, prescripts and procedures. Knowledge of inventory, assets, irregular expenditure, commitments and accruals. Knowledge of National Treasury’s budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance processes, medium term expenditure framework, budgeting, accounting practices. Knowledge of Transversal systems BAS, LOGIS, PEIS, and PERSAL. Knowledge of Revenue/Debt and basic bookkeeping functions. Computer literacy (Microsoft Excel, Word). Communications skills in both verbal and written language.

DUTIES : Financial Accounting I Supply Chain I Internal control systems of the institutions to ensure compliance, credibility thereof. Ensure the utilisation of the Departmental compliance assessment tools. Evaluate all Accounting and Supply Chain transactions for correctness and compliance with the legislative framework and financial prescripts. Revenue/Debt systems and procedures in the facility. Fleet management and procedures followed in the facility. Assets management in the institution and ensure that all assets are correctly accounted for on accounting systems of the department. Execute MTEF, In Year Monitoring, Financial Reporting (Operational I Demand Plan costed) and
Financial Planning in collaboration of Cost Centre Management. Management of employees in Financial Structure reporting to the post, complying to all prescripts in this regard. Monitor Compensation of Employees cost and salary transactions by working closely with Human resource Management. Report any discrepancies found and assist to implement corrective measures.

ENQUIRIES
Ms. Glory Mokone Tel No: (013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS
Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/437
HEALTH PROMOTER REF. NO: MPDOH/JUNE/22/25
(Replacement)

SALARY
R261 372 per.annum. (plus service benefits)

CENTRE
Belfast Mobile Clinic (Nkanga District)

REQUIREMENTS
An appropriate and recognized National Diploma in Health Promotion or equivalent qualification. At least three years appropriate experience in the field of health promotion. Valid driver’s licence. Good verbal presentation and communication skills.

DUTIES
Implement health promotion programmes, strategies, interventions and campaigns at facility and community level. Plan and provide information, education and communication activities. Promote community, inter-sectoral and non-governmental participation in health promotion programmes and interventions. Establish household community components of integrated management of childhood illness, healthy lifestyle interventions and health promoting schools. Participate in Local forums to build relationships across sectors and to identify opportunities for health advocacy. Distribute IEC materials and resources within the sub-district. Support health sector initiatives in the sub-district, including those initiated by local authorities, schools, workplaces and other settings. Submit reports.

ENQUIRIES
Ms. Glory Mokone Tel No:(013) 766 3340 / Mr. Michael Mlangeni (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Mr. Sydney Nkosi Tel No: (013) 766 3077 / 3004.

APPLICATIONS
Departmental Online Application System: www.mpuhealth.gov.za.

POST 23/438
PROVISIONING ADMINISTRATIVE OFFICER REF. NO: MPDOH/JUNE/22/26

SALARY
R261 372 per.annum. (plus service benefits)

CENTRE
Provincial Office, Mbombela

REQUIREMENTS
Senior Certificate / Grade 12 plus three (3) years relevant experience or Diploma / Degree in Finance / Public Administration / Management / Logistics Management / Procurement Management / Supply Chain Management. Knowledge and experience of provisioning administration, main focus in the following areas: LOGIS, Preferential Procurement Policy framework (PPPFA), State Tender Board Regulations (ST 36 and ST 37) and Public Finance Management Act (PFMA) and National Treasury Regulations and general knowledge of Basic accounting system (BAS). Knowledge of the Central Supplier Database. Introductory Training in Supply Chain Management field, as well as advanced knowledge of the CSD (Central Supplier Database) system is a must. The incumbent must have a working knowledge of a Computer Spreadsheet and Word processor. Facilitation skills, presentation skills, good Interpersonal and Customer Relations, as well as the ability to interpret and explain and to communicate registration and SCM processes to suppliers. Knowledge of the PFMA and all other prescripts regarding Supply Chain Management. Computer literacy. Sound interpersonal and communication skills (written and verbal). Good management and supervisory skills. Ability to work independently and tight deadlines. Valid driver’s licence.

DUTIES
Coordinate procurement services (demand and acquisition). Co-ordinate the sourcing and purchasing of goods and services. Control and regularly update the supplier’s database. Implement of preventive mechanism to eliminate theft, losses, wastage and misuse of stores. Supervise and control the work of sub-ordinate (including training) in the procurement section. Deal with more advanced and complicated matters pertaining to provisioning administration. Manage all aspects of orders such as quotations, purchase and processing of
requisitions, authorization of procurement advice and guidance to all clients. Ensure compliance with departmental and treasury regulations. Evaluate and test compliance of all purchasing transactions. Coordinate all open orders. Liaising with National treasury on CSD verification issues. Mentor and assist suppliers to register on CSD. Provide tender advisory services to suppliers and SCM Practitioners. Knowledge of Departmental policies, prescripts and practices. Receive and verify goods from suppliers. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.


POST 23/439 : PROFESSIONAL NURSE GRADE 1 (PN-A2): GENERAL NURSING AND MIDWIFERY REF. NO: MPDOH/JUNE/22/27 (2 POSTS)
(Replacements)

SALARY : R260 760 – R302 292 per.annum (Depending of years of experience in terms of OSD).

CENTRE : Evander Hospital and Paulina Morapeli CHC (Gert Sibande District)

REQUIREMENTS : Senior Certificate/ Grade 12 qualification or equivalent plus Basic qualification accredited with the SANC in terms of Government Notice R425 (I.E. Diploma/ Degree in General Nursing and Midwifery) or equivalent qualification that allows registration with the SANC as Professional Nurse and Midwifery (2022). Current registration with SANC as Professional Nurse. A minimum of 1-10 years appropriate/ recognizable experience in nursing after registration as a Professional Nurse with the SANC in General Nursing. Recommendations: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills, problem solving and decision making skills. Good supervisory and teaching skills.

DUTIES : Demonstrate an understanding of Nursing legislation and related legal and ethical nursing practices. Perform a clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the health facility. Promote quality of nursing care as directed by the professional scope of practice and standards. Participate in the implementation of the National Core Standards and Ideal Hospital Realization Framework. Demonstrate effective communication with patients, supervisors and other clinicians, including report writing when required. Work as part of the multi-disciplinary team to ensure quality nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Able to plan and organize own work and that of support personnel to ensure proper nursing care. Display a concern for patients, promoting and advocating proper treatment and care including awareness and willingness to respond to Patient needs, requirements and expectations (Batho- Pele). Effectively manage resources allocated in your unit. NB: Any previous experience must be covered by the attachment of certified certificate of services.

ENQUIRIES : Mr. Michael Mlangeni Tel No: (013) 766 3753 / Mr. Emmanuel Makokoropo (013) 766 3384 / Ms. Gugu Nkosi (013) 766 3103 / Ms. Nomsa Maphanga (013) 766 3207 / Ms. Sebenzile Mthisi (013) 766 3339 and IT related queries: Help desk: Tel No: (013) 766 3018.

ANNEXURE W

PROVINCIAL ADMINISTRATION: WESTERN CAPE
DEPARTMENT OF HEALTH

In line with the Employment Equity Plan of the Department of Health it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.

NOTE : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

OTHER POSTS

POST 23/440 : DEPUTY DIRECTOR: FINANCIAL MANAGEMENT

SALARY : R744 255 per annum, (A portion of the package can be structured according to the individual's personal needs).

CENTRE : West Coast District Office


DUTIES : Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain. Management indicators and performance of the district. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Dr T Hawkridge Tel No: (022) 487-9208

APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 08 July 2022

POST 23/441 : CHIEF RADIOGRAPHER: GRADE 1 (NUCLEAR MEDICINE)

SALARY : Grade 1: R473 112 per annum

CENTRE : Groote Schuur Hospital

REQUIREMENTS : Minimum educational qualification: Appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Radiographer (Nuclear Medicine). Registration with a professional council: Registration with the HPCSA as a Radiographer (Independent Practice) Nuclear Medicine. Experience: A minimum of 3 years’ appropriate experience as a Radiographer (Nuclear Medicine) after registration with the HPCSA. Inherent requirement of the job: Must be able to manage and supervise a subsection of the department with knowledge, experience, and skills in general imaging, positron emission tomography, in vitro techniques, theranostics and PACS. Must be able to do on call duty as required. Competencies (knowledge/skills): Sound knowledge of radiation protection, quality assurance and equipment safety pertaining to Nuclear Medicine. Computer literate and communicate in at least two of the three official languages of the Western Cape (written and verbal). Knowledge of Patient Archiving and Communication Systems with good administrative, supervisory, and managerial skills.

DUTIES : Be responsible for the control, supervision, delegation, and co-ordination of activities in the department and the delivery of a professional service to patients. Produce diagnostic images of high quality and be responsible for staff and student training in your area. Participate in the management of the cost centre (ordering of radiopharmaceuticals, radioisotopes, and general consumables). Manage radiography, nursing, and support personnel, including performance appraisals. Ensure quality assurance, maintenance of equipment...
and the purchase, use and care of suitable radiation protection equipment.
Participate in middle management and delegated management tasks, including statistic collation and provide support to the Head of department.

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POST 23/442

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POST 23/443

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POST 23/443
the 1-year post-basic qualification as mentioned above. Inherent requirements of the job: Ability to work shifts, weekends, and public holidays, and overtime when required by supervisor. Valid (Code B/EB) driver’s licence.

Competencies (knowledge/skills): Ability to function independently in a multi-disciplinary team and the ability to direct the team to ensure quality nursing care. Ability to manage own work and that of the units reporting to the post with good auditing skills. Demonstrate in-depth knowledge of nursing and public service legislation and human resource and financial policies. Computer literacy (Microsoft Office). Proficiency in at least two of the three official languages of the Western Cape.

DUTIES
Supervise and ensure the provision of effective and efficient patient care through the identification of nursing care needs, the planning, and implementation of nursing care, and the guidance of nursing and other personnel. Bed Management. Manage human resources efficiently and effectively. Manage material and physical resources efficiently and effectively. Maintain and promote professional growth/ethical standards and development of self and others.

ENQUIRIES
Ms J Ehlers Tel No: (021) 802-4536

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. Shortlisted candidates could be subjected to a practical test.

CLOSING DATE
08 July 2022

POST 23/444
PROFESSIONAL NURSE GRADE 1 TO 2 (SPECIALTY: PSYCHIATRY)

CENTRE
Groote Schuur Hospital, Observatory

REQUIREMENTS
Minimum educational qualification: A Basic R425 qualification (i.e., diploma/degree in nursing) or an equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post-basic nursing qualification with a duration of at least 1 year accredited with the SANC in Medical and Surgical Nursing Science: Advanced Psychiatry Nursing Registration with a professional council: Registration with SANC as Professional Nurse. Experience:

Grade 1:
A minimum of 4 years appropriate/recognizable experience in nursing after registration as professional Nurse with SANC in General Nursing.

Grade 2:
A minimum of 14 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of this period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the one-year post-basic qualification in the relevant specialty as mentioned above. Inherent Requirements of the job: Must be prepared to work shifts, weekends, and public holidays Competencies (knowledge/skills): Basic Computer Literacy Ability to communicate in at least two of the three official languages of the Western Cape Knowledge and insight related to the Specialty area. Ability to promote quality patient care through the setting, implementation, and monitoring of standards. Effective communication, interpersonal, leadership, decision making and conflict resolution skills. Good Organizational Skills and the ability to function under pressure.

DUTIES
Facilitate the development of learning opportunities for all nursing personnel and students. Facilitate the in-service training, updating of skills and competencies as well as the orientation programme for nurses and student.

ENQUIRIES
Mr A Mohamed Tel No: (021) 404-2071

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. Shortlisted candidates could be subjected to a competency test on day of interview. Candidates who are not in possession of the required qualifications will be appointed into the general stream, and they will be required to obtain the necessary qualifications within a predetermined period. “Candidates who are
not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant Council (including individuals who must apply for change in registration status).”

**CLOSING DATE**: 08 July 2022

**POST 23/445**: PROFESSIONAL NURSE: GRADE 1 TO 2 (SPECIALTY: MENTAL HEALTH)
(Contract: Until 31 March 2023)
West Coast District

**SALARY**:
- Grade 1: R388 974 (PN-B1) per annum plus 37% in lieu of service benefits
- Grade 2: R478 404 (PN-B2) per annum plus 37% in lieu of service benefits

**CENTRE**: Bergriver Sub-district

**REQUIREMENTS**:
- Minimum educational qualification: Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse. A post–basic nursing qualification, with duration of at least one year, accredited with the SANC in Advanced Psychiatric Nursing Science. Registration with a professional council: Registration with the SANC as Professional Nurse.
- Experience:
  - Grade 1:
    - A minimum of 4 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing.
  - Grade 2:
    - A minimum of 14 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Psychiatry after obtaining the one year post-basic qualification as mentioned above.
- Inherent requirements of the job:
  - Valid (Code B/EB) driver’s licence and willingness to travel. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Competencies (knowledge/skills): Good interpersonal, communication skills. Ability to work independently and in a multi-disciplinary team. Computer literacy (MS Word, Excel). Knowledge of Community Oriented Primary care.

**DUTIES**:
- Co-ordination and effective implementation and efficient management of the Psychiatric Services in the sub-district. Involvement in training programmes in conjunction with People Development Unit. Liaise with all relevant role players within a multi-disciplinary Team in the sub district. Liaise with multi sectorial role players in the management of Psychiatric patients. Monitoring of the Psychiatric Services program.

**ENQUIRIES**:
Ms E Engel (Dietrich) Tel No: (022) 913-3062

**APPLICATIONS**:
Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”)

**NOTE**:
No payment of any kind is required when applying for this post. “Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted with their job application/on appointment.

**CLOSING DATE**: 08 July 2022

**POST 23/446**: ASSISTANT DIRECTOR: SUPPORT SERVICES
Chief Directorate: Rural Health Services

**SALARY**: R382 245 per annum

**CENTRE**: Worcester Regional Hospital

**REQUIREMENTS**:
- Minimum educational qualifications: Appropriate 3-year National diploma/degree. Experience: Appropriate Support Services and staff supervision experience in a health care environment. Inherent requirement of the job:
  - Ability and willingness to avail oneself for emergencies/mass incidents. Valid (Code B/EB) driver’s licence. Competencies (knowledge/skills): Proficiency in at least two of the three official languages of the Western Cape. Computer literacy in Microsoft Excel, Word, and PowerPoint. Ability to work under pressure and independently with good management skills, leadership skills, report-writing skills, interpersonal skills, problem solving skills as well as excellent verbal and written communication skills. Knowledge and a good
understanding of the Core Values of the Western Cape Government. Knowledge and a good understanding of contract management processes.

**DUTIES**

Responsible for effective and efficient management of all Support Services sections i.e., food services, linen and laundry services, switchboard services, residence management, transport services, registry services and porter services. Effective and efficient management of the outsourced services and public private partnerships. Management of interdepartmental Human and Financial Resources.

**ENQUIRIES**

Ms ZZZ Kwinana Tel No: (023) 348-1277

**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. Shortlisted candidates may be subjected to assessments, tests, practical exercises to assess skills.

**CLOSING DATE**

08 July 2022

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**POST 23/447**

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (INFRASTRUCTURE SOURCING)

**Directorate:** Supply Chain Sourcing
**Sub-directorate:** Infrastructure Sourcing

**SALARY**

R382 245 per annum. Service benefits: 13th cheque, employer’s contribution to the pension fund, housing, and medical aid allowance.

**CENTRE**

Head Office, Cape Town

**REQUIREMENTS**

Minimum educational qualifications: Appropriate 3-year National Diploma/Degree. Experience: The ideal candidate will have appropriate experience in procurement of built environment-related goods and services by means of commodity-driven sourcing strategies. Appropriate experience in executing procurement projects from needs analysis through to contract management stage. Appropriate experience in procurement processes prescribed by the Construction Industry Development Board. Appropriate experience in local built environment industry, incl. cost drivers, supply and demand, innovations, vendor landscape, etc.; and Human resource management. Inherent requirements of the job: Valid (Code B/EB) driver’s licence. Willingness to travel. Competencies (knowledge/skills): Sound management, report writing and analytical skills and ability to assimilate detailed information. Commodity exposure across a range of FM services, ie. plumbing, electrical, general building and mechanical maintenance, HVAC, fabric repairs, etc. Demonstrate stakeholder engagement, influencing skills. Financial and commercial awareness. Proven experience managing complex projects. Ability to work under pressure and pay attention to detail and meet deadlines. Ability to communicate in at least two of the three official languages of the Western Cape. Computer literacy (Word, Excel and PowerPoint). Rigorous expenditure analysis and reporting skills; Human resource management.

**DUTIES**

Provide an integrated demand, acquisition and contract management service of infrastructure goods and services commodities for the Department through the development, implementation, and maintenance of a transformative approach to sourcing in the Department of Health with a focus on: Commodity-based lifecycle costing: take ownership of spend management within your category through the design and execution of innovative category management plans. End-to-end management of the sourcing process: drive vendor performance management, vendor identification, evaluation. Supplier relationship and performance management: ensure that high standards of contractor performance are maintained. Internal stakeholder management. Delivery of optimal commercial benefits to the Department. Human resource management.

**ENQUIRIES**

Ms E du Plessis, Eloise.Du Plessis@westerncape.gov.za

**APPLICATIONS**

Applicants apply online: www.westerncape.gov.za/health-jobs (click "online applications")

**NOTE**

Shortlisted applicants will be required to undergo competency assessments/proficiency tests. No payment of any kind is required when applying for this post.

**CLOSING DATE**

08 July 2022
POST 23/448 : QUALITY ASSURANCE CO-ORDINATOR
Garden Route District

SALARY : R382 245 per annum
CENTRE : Garden Route District Office

REQUIREMENTS : Minimum educational qualifications: Appropriate 4-year Health related Diploma/degree or equivalent qualification that is registrable with any of the statutory bodies of South Africa. Experience: Appropriate experience in Quality Assurance (QA). Appropriate experience in Infection Prevention Control (IPC), Occupation Health and Safety (OH&S). Appropriate experience in health science practice and health services management. Inherent requirement of the job: Valid (Code B/EB) driver’s license and willingness to travel extensively within the Rural Districts. Competencies (knowledge/skills): Experience in Management. Ability to analyse and interpret Health Systems Information, compile reports, and present the data to direct planning. Knowledge of Project and Financial Management. Good organisational, interpersonal, creative problem solving and research skills. Computer literacy (Ms Office: Word, Excel, PowerPoint, and Outlook). Ability to communicate effectively (verbal and written) in at least two of the three official languages of the Western Cape.

DUTIES : Support the Health Establishment staff with the implementation of the Ideal Clinic Realisation and Maintenance (ICRM) and Ideal Hospital. Realisation and Maintenance. Ensure the maintenance of the Infection Prevention and Control (IPC) standards. Establish measures that will ensure health and safety of staff and users. Support the addressing of healthcare risks. Help build the competency of staff by identifying, planning, and addressing Quality Improvement (QI), Infection Prevention and Control (IPC) and Occupational Health and Safety training needs and maintaining and updating the Health Establishment training data base. Monitor data quality in the Health Establishment.

ENQUIRIES : Mr E Engle Tel No: (044) 803-2752
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. This post does not form part of OSD.

CLOSING DATE : 08 July 2022

POST 23/449 : SENIOR ADMINISTRATIVE OFFICER: HUMAN RESOURCE MANAGEMENT
Overberg District

SALARY : R321 543 per annum
CENTRE : Overberg District Office


DUTIES : Responsible for the budget control and monitor expenditure and revenue. Manage the Finance and Supply Chain Management Unit to provide effective and efficient finance and procurement service. Oversee the payment process to NPOs. Ensure compliance to Finance and Supply Chain policies, PFMA and Regulations to achieve appropriate corporate governance. Responsible for reporting on Finance and Supply Chain. Management indicators and performance of the district. Provide oversight and management of Transport and Support services in the Sub-structure office. Responsible for the Human Resource Management of personnel in the division.

ENQUIRIES : Mr C Goliath Tel No: (028) 214-5802
APPLICATIONS : Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).

NOTE : No payment of any kind is required when applying for this post. Candidates may be subjected to a competency test. This post does not form part of OSD.

CLOSING DATE : 08 July 2022
POST 23/450

SENIOR ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT
(INFRASTRUCTURE SOURCING)
Directorate: Supply Chain Sourcing
Sub-directorate: Infrastructure Sourcing

SALARY: R321 543 per annum
CENTRE: Head Office, Cape Town
REQUIREMENTS: Minimum educational qualification: An appropriate 3-year National Diploma/Degree in Human Resource Management. Experience: Appropriate experience in all aspects of Human Resource Administration. Appropriate PERSAL knowledge and experience. Inherent requirements of the job: Valid driver’s license (Code B/EB). Ability to travel to institutions and Provincial Office when necessary. Competencies (knowledge/skills): Good communication skills, both verbal and written, in at least two of the three official languages of the Western Cape to ensure effective report-writing. Knowledge and application of the Public Service Act and regulations, various OSDs, Human Resource Policies, Resolutions and Agreements. Ability to interpret policies/procedural manuals. Ability to ensure compliance and identify irregularities in the application of human resource policies and practices by means of analytical and innovative thinking. Practical computer skills in MS Word, Excel, PowerPoint. Ability to function independently and under pressure.

DUTIES: Ensure adherence and correct application to all human resource practices, policies, and procedures, including all employment practices, conditions of service and terminations. Ensure HR compliance and rectification of Auditor-General reports, Internal Auditors reports, as well as compliance reports. Render support and advisory services regarding personnel administration and human resource management. Perform investigations at health facilities in the Overberg District in terms of the correct application of Human Resource legislation, policies, practices, collective agreements, and conditions of service. Effective management of staff. Act as System Controller for PERSAL. Optimal support to supervisor.

ENQUIRIES: Ms E du Plessis, Eloise.Du Plessis@westerncape.gov.za
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a practical test.
CLOSING DATE: 08 July 2022

POST 23/451

ELECTRO ENCEPHALOGRAPHIC ASSISTANT: GRADE 1 TO 2

SALARY: Grade 1: R213 726 per annum
Grade 2: R251 754 per annum
CENTRE: Tygerberg Hospital, Parow Valley
REQUIREMENTS: Minimum educational qualification: Appropriate qualification (with duration of at least 2 years) or prescribed in-service training (with duration of at least 2 years) that allows for the required registration with the Health Professions Council of South Africa (HPCSA) in Electro Encephalographic. Registration with a professional council: Registration with the HPCSA as Electro Encephalographic Assistant. Experience: Grade 1: None after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Grade 2: A minimum of 10 years’ appropriate experience after obtaining an appropriate qualification or prescribed in-service training that allows for the required registration with the HPCSA. Inherent requirement of the job: Willingness to do in-service training. Competencies (knowledge/skills): Ability to work with patients of all ages. Ability to work independently, as well as in a team and with minimal supervision. Good communication skills. Ability to maintain patient confidentiality. Basic computer literacy.

DUTIES: Preparation of EEG patients. Perform high-quality EEG’s. Assist with the sleep EEG’s and mobile EEG’s. Perform general administrative tasks and keep EEG patient statistics. Maintain electro-encephalographic equipment. Assist with stock-taking and maintenance of EEG machines.

ENQUIRIES: Mr DI Le Roux Tel No: (021) 938-5500
APPLICATIONS: Applicants apply online: www.westerncape.gov.za/health-jobs (click “online applications”).
NOTE: No payment of any kind is required when applying for this post.
CLOSING DATE: 08 July 2022

POST 23/452: ADMINISTRATION CLERK: SUPPORT (WORKSHOP)
Chief Directorate: Rural Health Services

SALARY: R176 310 per annum
CENTRE: George Hospital
REQUIREMENTS: Minimum educational qualification: Senior certificate (or equivalent). Experience: Appropriate experience in office practice and/or administration. Appropriate experience in EPS (Electronic Procurement System). Appropriate LOGIS experience (Mainframe and Procurement Integration). Competencies (knowledge/skills): Ability to organize and prioritize activities. Knowledge of the Public Finance Management Act, National and Provincial Treasury Instructions and the Accounting Officer Systems. Ability to communicate in at least two of the three official languages of the Western Cape. Excellent computer proficiency in Word, Excel and PowerPoint.

DUTIES: Ensure effective and efficient procurement service to the Workshop Department. Receive, compare, and submit all invoices to Finance/SCM unit for goods and services delivered/rendered in. Capture data, collate, compile, and distribute workshop activity reports and statistics. Support Workshop Supervisor including responding to basic queries, schedule appointments, diary management, taking of messages and minutes, copying, office administration, faxing and sending of notices.

ENQUIRIES: Mr L Du Plessis Tel No: (044) 802-4488
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.

POST 23/453: FOOD SERVICES AID
West Coast District

SALARY: R104 073 per annum
CENTRE: Vredendal Hospital
REQUIREMENTS: Minimum educational qualification: Basic numerical and literacy skills. Experience: Appropriate experience in an appropriate industrial food service environment. Inherent requirements of the job: Ability to work shifts which include weekends and public holidays, overtime and to be rotated. Incumbent must be physically fit to lift heavy objects, be on their feet the entire day and to work in large scale freezers and cold rooms. Competencies (knowledge/skills): Ability to function in a group and to work under pressure, as well as fluency in at least two of three official languages of the Western Cape. Knowledge of production for normal and therapeutic diets in an Industrial Foodservice Unit on a large scale. Knowledge of hygiene, occupational health, HACCP and safety principles and attend training. Assist the supervisor with ad hoc tasks (inc. informal training of new employees).

DUTIES: Facilitate Assist with the receipt and storage of all provisions and stock in the food service unit. Pre-preparation and production of all normal and therapeutic diets. Weighing, dishing and distribution of food to various wards. Cleaning of all areas, utensils, and equipment in the Food Service Department. Adhere to Health and Safety prescripts, elementary control measures and standard operational procedures.

ENQUIRIES: Mr D Snell Tel No: (027) 213 2039
APPLICATIONS: Ms. E Tangayi to the Manager: Medical Services: Vredendal Hospital, Private Bag X21, Vredendal, 8160.

NOTE: No payment of any kind is required when applying for this post.

CLOSING DATE: 08 July 2022

POST 23/454: DRIVER (LIGHT DUTY VEHICLE)
(Garden Route District)

SALARY: R104 073 per annum
CENTRE: Ladismith Hospital, Kannaland Sub-district
REQUIREMENTS: Minimum educational qualification: Basic literacy (ability to read, write and basic numeracy skills). Experience: Appropriate experience in transportation of personnel and goods. Inherent requirements of the job: Valid code (EB) (Code 08) driver’s licence. Valid Public Driving Permit (PDP). Willingness to work
overtime and to perform standby duties. Competencies Knowledge/skills: Ability to communicate in at least two of the three official languages of the Western Cape. Knowledge of routine, maintenance, Inspections for defects on vehicles and safe driving skills. Ability to accept accountability and responsibility and to work independently and unsupervised. Knowledge of Transport Circular 4 of 2000 and good knowledge of road networks in the Garden Route District Region. Knowledge of basic grounds and building maintenance skills.

**DUTIES**

Daily transporting of official passengers, patients, post, packages, medication, goods, and equipment as well as completion of logbooks. Deliver and collect blood products. Conduct routine maintenance and cleaning of Government vehicles. Conduct routine inspection of vehicles and report defects. Perform routine administrative duties when required and respond to emergencies when necessary. Relief staff within the component when required. General grounds and building maintenance duties as requested.

**ENQUIRIES**

Mr E Adcock Tel No: (028) 551-1010

**APPLICATIONS**

The District Manager: Garden Route District Office, Private Bag X6592, George, 6530.

**FOR ATTENTION**

Ms S Pienaar

**NOTE**

No payment of any kind is required when applying for this post.

**CLOSING DATE**

08 July 2022