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Department:  
Public Service and Administration  
REPUBLIC OF SOUTH AFRICA

## PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 15 OF 2024

DATE ISSUED 03 MAY 2024

### 1. Introduction

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

### 2. Directions to candidates

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

### 3. Directions to departments

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

### 4 SMS pre-entry certificate

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

**INDEX  
NATIONAL DEPARTMENTS**

<b>NATIONAL DEPARTMENTS</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>CORRECTIONAL SERVICES</b>	<b>A</b>	<b>03 - 18</b>
<b>GOVERNMENT TECHNICAL ADVISORY CENTRE</b>	<b>B</b>	<b>19 - 20</b>
<b>HUMAN SETTLEMENTS</b>	<b>C</b>	<b>21 - 23</b>
<b>NATIONAL PROSECUTING AUTHORITY</b>	<b>D</b>	<b>24 - 27</b>
<b>NATIONAL TREASURY</b>	<b>E</b>	<b>28 - 30</b>
<b>OFFICE OF THE CHIEF JUSTICE</b>	<b>F</b>	<b>31 - 39</b>
<b>PUBLIC WORKS AND INFRASTRUCTURE</b>	<b>G</b>	<b>40 - 41</b>
<b>WATER AND SANITATION</b>	<b>H</b>	<b>42 - 55</b>
<b>THE PRESIDENCY</b>	<b>I</b>	<b>56 - 57</b>

**PROVINCIAL ADMINISTRATIONS**

<b>PROVINCIAL ADMINISTRATION</b>	<b>ANNEXURE</b>	<b>PAGES</b>
<b>FREE STATE</b>	<b>J</b>	<b>58 - 64</b>
<b>GAUTENG</b>	<b>K</b>	<b>65 - 69</b>
<b>KWAZULU NATAL</b>	<b>L</b>	<b>70 - 71</b>
<b>LIMPOPO</b>	<b>M</b>	<b>72 - 74</b>
<b>MPUMALANGA</b>	<b>N</b>	<b>75 - 82</b>
<b>NORTHERN CAPE</b>	<b>O</b>	<b>83 - 84</b>
<b>WESTERN CAPE</b>	<b>P</b>	<b>85 - 127</b>

## DEPARTMENT OF CORRECTIONAL SERVICES



**APPLICATIONS** : All applications must be forwarded to: National 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** : 20 May 2024 @ 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. Fingerprints 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. Some of the above posts are re-advertised, candidates who previously applied need to re-apply. Indicate the reference number and position you are applying for on your application form (Z83) and post your complete application to:

## OTHER POSTS

**POST 15/01** : **CHIEF DEPUTY COMMISSIONER: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: HO 2024/04/01**

**SALARY** : R1 693 164 per annum, all-inclusive package  
**CENTRE** : National Head Office, Pretoria:  
**REQUIREMENTS** : A postgraduate qualification (NQF level 8) in Human Resource Management/Human Resource Development/Public Administration or equivalent qualification as recognized by SAQA with 8 years senior management experience in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and

Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Relevant experience in regulatory framework governing public service planning processes. Extensive experience in collective bargaining mechanisms and traceable experience in ensuring efficient and effective human resource management. In-depth knowledge and experience of the human resources legislation and regulatory framework. Competencies and Attributes: In-depth knowledge and experience of the human resource legislation and regulatory framework. Proven competencies in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Proven experience and skills in policy development, implementation and stakeholder management. Strategic management and leadership. Good verbal and written communication skills. Knowledge of the government planning and delivery cycle. Ability to articulate strategy and work under pressure. Incumbent must be self-driven, innovative and creative.

**DUTIES** : Provide strategic guidance and advice with regard to the following areas: human resource management, human resource development, organizational design and development, employee relations and integrated employee health and wellness including occupational health and safety. Provide sound financial management leadership in relation to the compensation of employees' budget. Play a leading role in the design and implementation of all human resource strategies and tactics to ensure that the department achieves its strategic human resource goals. Facilitate the management of an effective employee performance system and human resource system support. Strengthening good working relations with its strategic partners, clients and stakeholders. Playing pivotal in positioning the department's function of human resources and development within the justice, crime prevention and security cluster. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/02** : **CHIEF DEPUTY COMMISSIONER: REHABILITATION REF NO: HO 2024/04/02**

**SALARY CENTRE REQUIREMENTS** : R1 693 164 per annum, all-inclusive package  
 : National Head Office, Pretoria  
 : A postgraduate qualification (NQF level 8) in Behavioural Sciences/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 8 years' experience at a senior managerial level. Security clearance. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Understanding of DCS environment. Understanding of the justice cluster and relevant prescripts. Case management, social cohesiveness. screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication, project management, presentation and report writing skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving and networking/liaison with stakeholders. Negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding of Public Service policies and mandates. Knowledge of all legislation, norms and standards that govern health care. Parole administration, tracing, community mobilisation, corrections management and remand detention. Management of overcrowding, security, continuous risk assessment tools and personal development.

**DUTIES** : Manage all functions related to self-sufficiency and sustainability in the department. Manage and coordinate offender sports, recreation, arts and culture activities. Manage formal education and skills training. Manage and coordinate production workshops and agricultural services. Manage, provide guidelines and oversee implementation of all health care related initiatives in DCS in a manner prescribed by law. Manage primary health care. Manage and co-ordinate nutritional, pharmaceutical and care services within DCS. Manage communicable diseases as prescribed by health legislative framework. Manage, all functions related to the development of offenders in the department. Manage and render social work services, psychological and spiritual care services. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/03** : **REGIONAL COMMISSIONER**

**SALARY** : R1 693 164 per annum, all-inclusive package  
**CENTRE** : Western Cape region Ref No: HO 2024/04/03  
Gauteng Region Ref No: HO 2024/02/04

**REQUIREMENTS** : A postgraduate qualification (NQF level 8) in Public Administration/Law/Criminology/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 8 years' experience at a senior managerial level. Sound knowledge of the SA Correctional System and understanding the functioning of the Criminal Justice System. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Provide strategic leadership in ensuring effective, efficient and economic management of the region to realize policy outcomes. Manage the provision of care programmes to maintain the personal well-being of offenders. Manage the provision of programmes aimed at the development of offenders. Manage the rendering of security services to personnel, service providers, public, offenders and any other departmental operation. Management of Justice, Crime Prevention Security cluster and other stakeholders in the region. Manage the development and implementation of after care services to offenders. Manage the development and implementation of correctional programmes to correct offending behaviour. Effective risk management to ensure compliance with the risk management plan of the department. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/04** : **CHIEF FINANCIAL OFFICER REF NO: HO 2024/04/05**

**SALARY** : R1 693 164 per annum, all-inclusive package  
**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : A postgraduate qualification (NQF level 8) in Accounting or Financial Management or equivalent qualification as recognized by SAQA. Registration as a Chartered Accountant (SA) will serve as a strong recommendation. 8 years senior management experience in an accounting or financial

management environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literate. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Financial management, policy development, communication, project and programme management. Transformation and change management. Client orientation and customer focused. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Safety and security awareness. Integrity and honesty. Confidentiality and good interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness, ability to network, diplomacy and tact, influence and impact. Technical ability to optimally support the Accounting Officer to align the allocation of financial resources to the imperatives set by the strategic and annual performance plans of the department and to account thereof.

**DUTIES**

: Provide strategic direction in the implementation of financial and management accounting practices. Ensure strategic leadership in complying with the supply chain management processes. Manage all salary queries from various stakeholders. Manage departmental compensation and deduction management. Management and adherence to supply chain management policy requirements. Implementation of the Preferential Procurement Policy Framework Act and Broad Based Black Economic Empowerment Act. Develop and implement fiscal policies including supply chain management. Advice and ensure compliance to finance and supply chain management policies, procedures and systems. Develop communication strategies and systems for the department. Advice and communicate on the strategies developed. Set performance standards and benchmarks against which to measure target achievement. Monitor and ensure compliance with norms and standards of the Treasury Regulations, PFMA and BBBEE. Prepare annual financial statements in line with treasury regulations. Ensure that the preparations of the budget are in line with strategic plans and departmental objectives. Develop and manage memorandum of understanding, service level agreements and expenditure review. Represent the strategic intent of the department in intergovernmental and technical structures within the National Treasury on matters dealing with the allocation of financial resources and policy directives. Management of human resources, finance, assets and performance information.

**ENQUIRIES**

: Ms TP Baloyi Tel No:(012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE**

: Appointment under the Correctional Services Act.

**POST 15/05**

: **DEPUTY COMMISSIONER: AREA COMMISSIONER REF NO: HO 2024/04/06**  
[Re-Advertisement]

**SALARY CENTRE REQUIREMENTS**

: R1 395 885 per annum, all-inclusive package  
: Western Cape region: Pollsmoor Management Area  
: An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice Systems and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual

- skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
- DUTIES** : Manage and provide direction for the Management Area in relation to the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections. Oversee the administration of security systems/programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures. Establish and maintain effective relationships with key stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Promotion of social responsibility and human development of all offenders and parolees subjected to community corrections. Management of human resource, finance and assets. Management of performance information.
- ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
- NOTE** : Appointment under the Correctional Services Act.
- POST 15/06** : **DEPUTY COMMISSIONER: IT INFRASTRUCTURE MANAGEMENT: (REF: HO 2024/04/07)**  
[Re-Advertisement]
- SALARY** : R1 395 885 per annum (all-inclusive package)
- CENTRE** : National Head Office, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science/Information Technology or equivalent. Five [5] Years' experience at senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, SITA Act and Regulations and Public Finance Management Act). Understanding of System Development Life Cycle (SDLC), Information Technology Infrastructure Library (ITIL) and Control Objectives for Information and Related Technologies (COBIT). Competencies And Attributes: Demonstrable experience of designing and deploying large scale project i.e. Data Centre environments, VPN, VOIP, Video Conferencing, Security Technology etc. Competency in design and deployment of virtual infrastructures including the supporting networking, storage, backup and management. Project management. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Policy development, facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.
- DUTIES** : Provide direction in planning, designing and managing the IT Infrastructure and Security Technology functions within the department. Install and accredit solutions and changes assessing technical requirements and developing relevant IT Infrastructure solutions (Surveillance, VPN, VOIP and Video) conferencing. Plan and manage performance and capacity of IT resources to ensure that cost justifiable capacity and performance are available to process agreed workloads. Develop and maintain IT security roles and responsibilities, policies, standards and procedures. Manage the IT infrastructure vendors and State Information Technology Agency (SITA) to ensure successful fulfilment of service level agreements. Provide leadership and strategic direction within the Chief Directorate. Manage the development, implementation and monitoring of applicable policies. Management of human resources, finances and assets. Management of performance information.
- ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
- NOTE** : Appointment under the Correctional Services Act.

**POST 15/07** : **DEPUTY COMMISSIONER: EXECUTIVE MANAGEMENT REF NO: HO 2024/04/08**  
(Re-Advertisement)

**SALARY CENTRE REQUIREMENTS** : R1 395 885 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: An undergraduate qualification (NQF level 7) in Public Administration/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Provide administration leadership for the Office of National Commissioner while being accountable to the National Commissioner. Provide management secretariat support in the office of the National Commissioner. Develop effective and efficient governance structures, systems and reporting including integration with other government structures. Oversee the management of the National Operation Centre (NOC). Manage and foster effective relationships with all the stakeholders. Ensure operational efficiency and service delivery within the chief directorate. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/08** : **DEPUTY COMMISSIONER: COMMUNITY PROGRAMMES LIAISON REF NO: HO 2024/04/09**

**SALARY CENTRE REQUIREMENTS** : R1 395 885 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: An undergraduate qualification (NQF level 7) in Behavioural Science/ Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage and facilitate the re-entry of offenders to the community. Mobilization of re-entry of offenders into the community through the involvement of all stakeholders. Facilitate the approval and the implementation of the profiling



tool. Manage and monitor involvement of all role players in the rehabilitation process of offenders. Monitor successful reintegration of offenders to avoid re-offending and recidivism. Manage and ensure provision of restorative justice. Manage the provision of victim empowerment programme services. Develop and ensure coordination and execution of social crime prevention programmes. Management of victim offender mediation and empowerment through the restorative justice process. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/09** : **DEPUTY COMMISSIONER: SELF SUFFICIENCY AND SUSTAINABILITY REF NO: HO 2024/04/10**

**SALARY** : R1 395 885 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Behavioural Sciences/Social Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Understanding of DCS environment. Understanding of Justice Cluster, relevant prescripts, social cohesiveness, screening and assessment. Quality improvement. Knowledge of PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Communication. Project Management. Presentations, report writing and service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving and networking/liason with stakeholders. Negotiation, organising, conflict management, analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding Public Service policies and mandates. Knowledge of all relevant legislation, norms and standards.

**DUTIES** : Manage skills development and formal education in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage, develop, and design skills curriculum programs and strategies for offenders. Manage and oversee production workshops and agriculture. Monitor, develop and evaluate effective and efficient production workshop strategies and programs design. Ensure the effective and efficient management of productive agriculture and production workshop systems. Manage and oversee offender sports, recreation, arts and culture. Monitor, develop, evaluate and design effective and efficient offender sports, recreation, arts and culture strategies and programs. Ensure the effective and efficient coordination of offender sports, recreation, arts and culture. Enterprise management. Provide guidance on the generation of income revenue that leads to long term economic growth. Develop rules for business improvement. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/10** : **DEPUTY COMMISSIONER: CORRECTIONAL SECURITY OPERATIONS REF NO: HO 2024/04/11**

**SALARY** : R1 395 885 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Security Management/Criminology/Behavioral Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS)

obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level in a similar environment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services system and architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: DCS/public service management knowledge. Policy development and analysis. Knowledge and understanding of security management dynamics. Intelligence and counter-intelligence operations and analysis. Research. Diplomacy and negotiation skills. Risk management. Strategic management and capability. Programme and project management.

**DUTIES** : Provide leadership and strategic direction within the chief directorate. Develop strategies, policies, procedures and frameworks to ensure alignment with business plan of the department. Ensure implementation and monitoring of the operational plans in line with the departmental strategic plan. Ensure safe and secure DCS facilities and provide security standards services with respect to DCS. Ensure that sufficient and effective emergency support team services are available in correctional centres to support officials in their duties in order to create a safe environment for both inmates and officials. Manage the creation and maintenance of a national operational centre. Manage the effective capacitation and management of emergency support teams. Manage stakeholder relations. Management of liaison in relation to client expectations (internal & external). Effectively participate in cluster programs (NatJOINTS etc). Manage correctional programmes rendered in the department. Ensure that correctional programmes are rendered effectively in the department. Develop policies based on the national guidelines practices, procedures and policies and ensure the implementation thereof. Management of risks within the chief directorate. Develop action plans to mitigate the identified risks. Monitor and evaluate the effectiveness of the control measures in place. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/11** : **DEPUTY REGIONAL COMMISSIONER REF NO: HO 2024/04/12**

**SALARY** : R1 395 885 per annum, (all-inclusive package)

**CENTRE** : Western Cape region

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration/Behavioural Sciences or equivalent as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five [5] years' experience at a senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage the coordination of representation of offenders. Oversee the coordination of Information Technology Services. Oversee the rendering of Communication Services. Oversee the coordination of Inspection Services. Coordinate effective risk management to ensure compliance with the DCS Risk Management Plan. Provide strategic leadership and direction for the region

and management areas. Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/12** : **DIRECTOR: PRE-RELEASE RESETTLEMENT REF NO: HO 2024/04/13**

**SALARY** : R1 182 765 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural Sciences/Social Sciences or equivalent. 5 years' experience at a middle/ senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act and the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Parole administration. Corrections management. Management of overcrowding. Understanding of DCS environment. Understanding of Justice Cluster. Relevant prescripts. Case management. Screening and assessment. Planning and coordination. Quality improvement. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Develop, review, monitor and evaluate the implementation of legislation, policies and standard operating procedures (SOPs) and procedures operating systems on placement and release of offenders. Ensure policies and standard operating procedures are reviewed and up to date. Improve effective functioning and coordination of Correctional Supervision and Parole Boards (CSPB's). Develop and implement measures to improve performance and compliance of CSPB's in line with relevant policies and operational procedures on placement and release. Manage programs, projects and activities of Directorate: Pre-release Resettlement. Manage offender representations, complaints, inquiries and parliamentary questions received by the directorate. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES** : Ms TP Baloyi Tel No:(012) 305 8589 or Ms Khumalo NS Tel No:(012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/13** : **DIRECTOR: FACILITIES FUND MANAGEMENT REF NO: HO 2024/04/14**  
[Re-Advertisement]

**SALARY** : R1 182 765 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in BCom Accounting or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Five (5) Years of experience at middle management/ senior managerial level in a similar environment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations and Public Finance Management Act). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and

empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles. Accountability. Diplomacy and tact. Good corporate governance principles.

**DUTIES** : Effective management of members' financial and other interests by ensuring sound financial management of the fund. Assist regions in the establishment of clubs and setting up trading points. Effective management of the widow and orphan fund. Management of the Protea-Karridene agreement and fund modernization projects. Continuously ensuring compliance with all policies, rules and regulations within the department and those affecting the fund. Effective risk management to ensure compliance with the risk management plan. Efficient and effective management of the national sport fund and interest free study loans. Report on quarterly basis to the board of trustees on the funds' strategic issues and developments. Ensuring that treasurers are trained on the applicable finance systems/software as well as on general financial management. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/14** : **DIRECTOR: SUPERVISION (PROBATIONERS AND PAROLEES) REF NO: HO 2024/04/15**

**SALARY CENTRE REQUIREMENTS** : R1 182 765 per annum, (all-inclusive package)  
: National Head Office, Pretoria  
: An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. (5) Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster, White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Sound knowledge of Social Re-Integration (Probationers and Parolees). Strategic capability and leadership. Programme and project management, financial management, change management and diversity management. Knowledge management, service delivery innovation, problem solving and analysis, people management and empowerment, client orientation and customer focus, communication, honesty and integrity. Safety and security awareness. Transformation and change management. Pro-active and vigilant. Tactfulness and confidentiality. Understanding and adherence of public service and correctional services policies and legislative framework. Knowledge and understanding of the regulatory framework of the justice cluster.

**DUTIES** : Provide strategic leadership and direction for the Directorate: Supervision. Monitor compliance with policies, procedures, programmes, standards and applicable legislation. Manage the implementation of the admission risk classification tool for Probationers and Parolees at Community Correction offices in each region. Manage the implementation of the framework on the prevention of absconding country wide. Facilitate the development of the reclassification tool for Probationers and Parolees. Develop policies and procedures on correctional supervision in line with the strategic direction of the department. Management of human resources, finances and assets. Management of performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

<b><u>POST 15/15</u></b>	:	<b><u>DIRECTOR: REGIONAL HEAD: HUMAN RESOURCES REF NO: HO 2024/02/16</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 182 765 per annum, (all-inclusive package) Free State and Northern Cape region An undergraduate qualification (NQF level 7) in Human Resource Management or equivalent qualification. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Financial management skills. Strategic capability and leadership. Policy development. Communication. Project and programme management. Transformation management. Change Management. Client orientation and customer focus. Problem solving and analysis. Service delivery innovation. Decision making. People management and empowerment. Integrity and honesty. Confidentiality. Interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness. Ability to network. Diplomacy and tactful. Influence and impact.
<b><u>DUTIES</u></b>	:	Manage human resource provisioning in the region. Ensure human resource development and training. Manage the employment equity. Manage employee relations and personnel discipline. Manage the employee health and wellness and the occupational health and safety in the region. Oversee the management of litigation cases. Manage risk effectively in order to ensure compliance with the risk management plan of DCS. Oversee performance management and monitoring. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 15/16</u></b>	:	<b><u>DIRECTOR: AREA COMMISSIONER</u></b>
<b><u>SALARY CENTRE</u></b>	:	R1 182 765 per annum, (all-inclusive package) <b>Eastern Cape region:</b> Mthatha Management Area Ref No: HO 2024/04/17, (Re-Advertisement) Sada Management Area Ref No: HO 2024/04/18 St Albans Management Area Ref No: HO 2024/04/19 <b>KwaZulu Natal region:</b> Kokstad Management Area Ref No: HO 2024/04/20, [Re-Advertisement]
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Administration/Law/Criminology/Criminal Justice/Social Sciences or equivalent qualification as recognized by SAQA. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. 5 years' experience at a middle management/senior managerial level. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and regulations, Public Finance Management Act, with emphasis on the Correctional Services Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Programme and project management. Financial, change and diversity management. Knowledge management and service delivery innovation. Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Communication. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Oversee the effective functioning of incarceration and corrections, parole boards, corporate services, development programmes, care services, correctional centres and community corrections within the management area. Oversee the administration of security systems/ programmes including comprehensive risk assessments and programmes to ensure safety. Ensure the implementation and adherence to policies and procedures within the management area. Establish and maintain effective relationships with key

stakeholders within the geographical location of the management area. Effective management of court appearance of remand detainees. Management of the operational risks within the management area. Management of human resource, finance and assets. Promotion of social responsibility and development of all offenders and parolees subjected to community corrections. Management of performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/17** : **DIRECTOR: REMAND DETENTION AND CASE FLOW MANAGEMENT REF NO: HO 2024/04/21**

**SALARY** : R1 182 765 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Public Administration/ Law/Criminology /Social Sciences or equivalent qualification. [5] Years' experience at middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Knowledge and understanding of the justice cluster. Computer literacy. Valid drivers' licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Effective and efficient Remand Detention Administration. Co-ordinate the management of admission and releases. Co-ordinate the management of diversions of remand detainees. General remand administration. Co-ordinate the management of deaths and burial processes. Effective and efficient case management. Co-ordinate the management of remand detainee discipline. Co-ordinate the management of remand detainees' rights and privileges. Monitor compliance to unit management principles. Effective and efficient case flow management. Ensure effective bail administration. Ensure diversion of RD's. Manage risks. Ensure the implementation of Child Justice Act. Effective and efficient coordination of cluster activities. Participate in JCPS cluster activities. Facilitate JCPS sub-task teams through the development and implementation of the annual programme in consultation with the National Development Committee. Ensure submission of relevant cluster reports. Effective and efficient management of special categories. Ensure the management and implementation of provisions with regard to special categories (vulnerable, observation cases; foreign nationals, high risk, repatriation group, women, children, infants and mentally ill). Management of human resources, finance, assets and performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/18** : **DIRECTOR: COMMUNICABLE DISEASES REF NO: HO 2024/04/22**

**SALARY** : R1 182 765 per annum, (all-inclusive package)

**CENTRE** : National Head Office, Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science or equivalent qualification. (5) Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be

submitted prior to appointment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Communicable diseases care and support. Professional counselling. Nursing practice. First Aid. Building and sustaining relationships in primary health care. Competencies and Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES** : Manage the development, design and improvement of communicable disease programs and services in line with the national department of health and SANAC prescripts and directives. Develop and manage or review policies, guidelines, and standards for the delivery of care and support programmes and services. Manage and develop/customize communicable disease care and support social and behaviour change and communication information, education and communication materials in line with the latest national strategic plan for communicable diseases. Manage the coordination of communicable disease prevention and care support services strategies and execution of interventions/activities to ensure the provision of quality care and support programmes and services. Liaise and guide support organisations such as NGO's, CBO's and other stakeholders on communicable disease related activities. Conduct and facilitate communicable disease education and care support. Management of human resources, finances and assets. Management of performance information.

**ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE** : Appointment under the Correctional Services Act.

**POST 15/19** : **DIRECTOR: NON-COMMUNICABLE DISEASES AND SUPPORT SERVICES REF NO: HO 2024/04/23**

**SALARY** : R1 182 765 per annum, (all-inclusive package)  
**CENTRE** : National Head Office, Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA in Nursing Science or Health Science or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security Clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding Public Service policies and mandates. Knowledge of all legislation, norms and standards that governs health care. Medical practice. Nursing practice. Pharmacy. First Aid. Building and sustaining relationships in primary health care. Competencies and Attributes: Professional values and attitudes. Leadership interdisciplinary systems. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking, communication and project management skills. Presentations, report writing. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Decision making, problem solving, networking/liaison with stakeholders, negotiation, organising, conflict management skills. Analytical thinking, policy development, analysis, monitoring, evaluation and implementation advice. Information collection.

**DUTIES** : Manage physical care in line with relevant legislation, regulations, frameworks and departmental policies and procedures. Manage the prevention of non-communicable diseases. Manage the processes in allocation of in and outpatients. Manage clinical care services. Manage, develop, design and improve clinical service program. Liaise and guide support organisation such as NGO's, CBO's and other stakeholders on clinical services related activities. Manage the roll out of pharmaceutical services in line with available guidelines and procedures. Ensure the management and the coordination of medicine contract. Manage the medical depots. Manage nutritional & environmental

		hygiene services. Monitor and evaluate the effectiveness of care services to enhance service delivery. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 15/20</u></b>	:	<b><u>DIRECTOR: EXTERNAL TRAINING AND STANDARDS REF NO: HO 2024/04/24</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 182 765 per annum, (all-inclusive package) National Head Office, Pretoria An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Management/Administration/Business Management/Administration or equivalent qualification. [5] Years of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Top secret security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Risk management. Case management. Social cohesiveness. Screening and assessment. Care planning and coordination. Quality improvement. PFMA – compilation of budgets, estimation, expenditure and reporting. Applied strategic thinking. Project management. Presentations, communication, report writing, decision making, problem solving, networking/liaison with stakeholders, negotiation and organising skills. Service delivery standards. Developing others (coaching, mentoring, training). Project and programme management. Conflict management. Analytical thinking. Policy development; analysis, monitoring, evaluation and implementation advice. Information collection. Knowledge and understanding public service policies and mandates. Knowledge of all legislation, norms and standards that governs health care.
<b><u>DUTIES</u></b>	:	Manage, develop and review bursary policy, procedure, process and guidelines. Monitor, interpret and review legislation, policy and procedures to determine whether policies and guidelines are still relevant and comply with current requirements. Manage and develop policy for learnership, basic training and RPL. Manage the implementation of bursaries and external training policy. Manage external policy and external training. Manage bursary administration. Manage and conduct quality assurance on training standards. Manage and develop quality assurance system. Manage and conduct monitoring and evaluation of the program. Manage and develop plan for assessment and standards. Manage and develop assessment and moderation tools. Manage and develop training standards. Management of human resources, finances and assets. Management of performance information.
<b><u>ENQUIRIES</u></b>	:	Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
<b><u>NOTE</u></b>	:	Appointment under the Correctional Services Act.
<b><u>POST 15/21</u></b>	:	<b><u>DIRECTOR: HEAD OF CORRECTIONAL CENTRE</u></b>
<b><u>SALARY CENTRES REQUIREMENTS</u></b>	:	R1 182 765 per annum, (all-inclusive package) KwaZulu Natal region: Durban Medium A Ref No: HO 2024/04/25 Durban Medium B Ref No: HO 2024/04/26 An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. [5] Years' of experience at a middle/senior managerial level. Top secret security classification will be an added advantage. Successful completion of Corrections Science Learnership/Basic Training. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public



Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies and Attributes: Strategic capability and leadership. Communication skills (verbal and written). Financial and transformation management. Policy development. Project and programme management. Facilitation. Change management. Problem solving and decision making. Time management and customer focus. Honesty and integrity. Coaching and mentoring. Good work ethics. Confidentiality. Interpersonal relations. Ability to work long hours. Diplomacy and tactful. Influence and impact. Accountability. Willingness to travel.

**DUTIES**

: Management of all aspects of the Correctional Centre on a day to day basis through the implementation of Correctional Services Act, Act 111 of 1998 as amended. Manage the implementation of the imperatives of White Paper on Corrections. Management of case management administration, security, development and care, unit management and case management committees by ensuring that admission and releases are conducted, property store is secured and reconciliation of offender's cash, fines and bail payments. Manage operational support services. Foster a working relationship with the Justice Cluster and the community. Monitor, evaluate and take appropriate action in relation to outcomes on the risk trends. Manage internal security by ensuring that standby lists are available, sufficient security in centre and searching is done continuously according to registers etc. Manage external security by ensuring that utilization of offenders is at work teams, officials are performing guard duty and manning of tower posts. Manage the development and care functions of offenders. Manage social work services, spiritual/moral development, health functions and hospital services for inmates. Ensure that a consistent system of activities within the centre is developed and regular committee sittings do take place. Management of performance information. Management of human resources, finances and assets.

**ENQUIRIES**

: Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.

**NOTE**

: Appointment under the Correctional Services Act.

**POST 15/22**

: **DIRECTOR: DEPARTMENTAL INVESTIGATION UNIT REF NO: HO 2024/04/28**  
(Re-Advertisement)

**SALARY**

: R1 182 765 per annum, (all-inclusive package)

**CENTRE**

: National Head Office, Pretoria

**REQUIREMENTS**

: An undergraduate qualification (NQF level 7) as recognised by SAQA in Behavioural/Social Sciences or equivalent. [5] Years of experience at a middle/senior managerial level in a similar environment. [5] Years' experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Exposure and sound knowledge of the South African Correctional and Criminal Justice system. Computer literacy. Valid driver's licence. Required Knowledge: Understanding of the dynamics of the Justice Cluster and White Paper on Corrections in South Africa and White Paper on Remand Detainees. Understanding of Public Service Policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. Financial management. Change management. People management and empowerment. Programme and project management. Communication skills (verbal and written). Problem solving and decision making. Transformation management. Influencing and impact. Facilitation, conflict management and conceptual skills. Diversity management. Negotiation skills. Confidentiality. Interpersonal relations and time management. Accountability. Diplomacy and tact. Policy development and implementation. Good corporate governance principles.

**DUTIES**

: Ensure effective risk management within the Directorate in compliance with the risk management plan of the department. Investigate corruption, fraud and serious maladministration cases. Monitor the implementation of recommendation from DIU investigations made to regions and Directorate Code Enforcement. Conduct analysis of trends on corruption, fraud, theft and serious maladministration cases for executive management's attention. Conduct workshops and raise awareness on anti-corruption policies,

- procedures and ethics. Management of human resources, finances and assets. Management of performance information.
- ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
- NOTE** : Appointment under the Correctional Services Act.
- POST 15/23** : **DIRECTOR: NATIONAL OPERATIONS CENTRE REF NO: HO 2024/04/29**
- SALARY CENTRE REQUIREMENTS** : R1 182 765 per annum, (all-inclusive package)  
 : National Head Office, Pretoria  
 : An undergraduate qualification (NQF level 7) as recognised by SAQA in Public Administration or equivalent qualification. [5] Years' of experience at a middle/senior managerial level in a similar environment. A certificate for entry into the Senior Management Services (SMS) obtained from the National School of Government (NSG) is compulsory and should be submitted prior to appointment. Security clearance. Computer literacy. Valid driver's licence. Required Knowledge: Knowledge and understanding of the South African Criminal Justice System and the Correctional Services Architecture. Understanding of public service policy and related legislative framework (Public Service Act and Regulations, Public Finance Management Act, with emphasis on the Correctional Service Act 111 of 1998 as amended). Competencies And Attributes: Operations management, financial management, strategic capability and leadership. Policy development and communication skills. Project and programme management, transformation management, change management, client orientation and customer focus. Problem solving and analysis, service delivery innovation, decision making, people management and empowerment. Integrity and honesty, confidentiality and interpersonal relations. Understanding of public service policy and legislative framework. Assertiveness, ability to network, diplomacy and tactful. Influence and impact.
- DUTIES** : Develop strategies, policies, procedures, norms and standards on the management of Operations Centres. Develop and improve information management system. Oversee and regulate the Management Area Operations Centre and Local Operations Centre. Draw information from all sources through the MOC at MA level and LOC at Correctional centres as well from external stakeholders. Gather value added information and analysis from centres of excellence. Conduct impact analysis to improve on gaps. Development of plans to mitigate risks factors. Management of human resources, finances and assets. Management of performance information.
- ENQUIRIES** : Ms TP Baloyi Tel No: (012) 305 8589 or Ms Khumalo NS Tel No: (012) 307 2174.
- NOTE** : Appointment under the Correctional Services Act.

**GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)**

- APPLICATIONS** : Only online applications will be accepted. Applications not accompanied by a comprehensive CV and fully completed and signed Z83 form will not be considered. Potential candidates may apply online and attach accompanying documents on the GTAC website at <https://www.gtac.gov.za/careers>.
- CLOSING DATE** : 17 May 2024 at 12h00
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV should be submitted. Certified copies of qualifications and other relevant documents will be required to be submitted to HR on or before the day of the interview from shortlisted candidates. All short-listed candidates will be subjected to security vetting to confirm employment, personnel suitability checks and undergo an SMS competency assessment prior to the interview. Short-listed candidates must make themselves available for a panel interview on the date determined by GTAC. Late applications, and those not meeting the requirements, will not be considered. Should you not receive feedback from GTAC within 2 months of the closing date, please consider your application unsuccessful. GTAC reserves the right to fill or not fill the advertised post. Preference will be given according to EE and Gender target. Female candidates are encouraged to apply. In accordance with the DPSA Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum requirements, this SMS level appointment will be subject to the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government. The applicants should therefore have proof that they have registered for the Pre-entry certificate and have completed the course before the appointment. The cost of the pre-entry certificate is at the candidate's expense. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

**MANAGEMENT ECHELON**

- POST 15/24** : **DIRECTOR: HUMAN CAPITAL MANAGEMENT REF NO: G01/2024**  
Term: Permanent
- SALARY** : R1 162 200 - R1 365 411 per annum (Level 13), all-inclusive package.
- CENTRE** : Pretoria
- REQUIREMENTS** : A degree (NQF level 7 qualification) in Human Resource Management, Industrial Psychology, Personnel Practices, Business Management or another related field. At least 5 years at Middle/Senior Management level. A minimum of 6 years' experience in Human Resources Management. Experience in change management and employee relations.
- DUTIES** : Human Capital Management Strategy, Budget and Governance: Required to develop an HCM strategy, develop and manage a budget to support strategy implementation and manage and contribute to internal governance requirements in the human capital and GTAC environment. Human Resources Development and Performance Management: Drive the planning and management of capacity development strategies and plans, manage recruitment, selection and retention of staff and manage and drive implementation of the performance management frameworks and structures in line with GTAC, National Treasury (NT) and DPSA frameworks with emphasis on talent acquisition and management. Employee Relations: Build excellent and resilient relationships with staff within the GTAC team, guide effective implementation of discipline and grievance processes, participate and represent GTAC in collective bargaining processes, manage development and implementation of employee wellness initiatives and employment equity, diversity and transformation initiatives. Organisational Design and Workforce Planning: Guide effective organisational design, provide leadership in work study related matters, manage job design and evaluations, and establish posts. HR Operations: Manage effective HR administration and support, build, maintain and manage effective stakeholder relationships, manage the preparation and submission of all HR-related plans and reports, manage statutory compliance and reporting within the HR environment, participate in

the leadership structures of GTAC and represent GTAC in HR Forums in NT and other organs of State. Competencies: We are looking for a person able to demonstrate an understanding of the strategic location and direction of GTAC and the National Treasury. Must have a good working knowledge of employment legislation, understand and be familiar with government policies and strategies relating to the HR environment, have knowledge and ability in talent acquisition and management, have knowledge and skills in organisational development and workforce planning, have knowledge of learning and skills development approaches, have knowledge and ability in strategic planning and management, work in a manner that ensures confidentiality and integrity of information and enhances information security. Must have excellent competence in facilitating and managing organisational change, emotional intelligence, written and verbal communication and people management. Computer Literacy: Must be able to work at a very competent level with MS Office 365.

**ENQUIRIES**

: Kaizer Malakoane at (066) 2507 072

**DEPARTMENT OF HUMAN SETTLEMENTS**

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

<b><u>APPLICATIONS</u></b>	:	Applications can be forwarded to: <a href="mailto:jobs@dhs.gov.za">jobs@dhs.gov.za</a>
<b><u>CLOSING DATE</u></b>	:	17 May 2024 at 16h00
<b><u>NOTE</u></b>	:	It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Human Settlements. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification and criminal records. If you apply for more than one position in the Department, please submit separate application forms for each post. Applications must be submitted on a new Z83 form, obtainable from any Public Service department and must be accompanied by a detailed CV only. 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**

<b><u>POST 15/25</u></b>	:	<b><u>CHIEF DIRECTOR: INFORMATION COMMUNICATION TECHNOLOGY (ICT) AND RECORDS MANAGEMENT REF NO: DOHS/02/2024</u></b> Branch: Corporate Services Chief Directorate: Information Communication Technology (ICT) and Records Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 371 558 per annum (Level 14), (all-inclusive salary package) Pretoria Matric/Grade 12 or equivalent, relevant Undergraduate qualification in Information Technology (IT) or any other relevant qualification (NQF level 7 as recognized by SAQA). Extensive 5 years' experience at senior management level. Capable and competent financial, human resource and administrative experience. 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 in Financial Prescripts and Practices as well as strategic capacity and leadership. Proven high-level liaison, written and verbal communication will be important. Strong focus on service delivery innovation. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry

- into the SMS and the full details can be sourced by the following link:  
<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.
- DUTIES** : The successful candidate will be responsible for support to the Department in the efficient and effective utilization of information and information technology as a strategic resource (GITO function). Manage the provision of Information Technology (IT) infrastructure planning and business application support. Manage the provision of Information Technology (IT) Support, technical and operational services. Manage the maintenance of departmental records and provide Knowledge Management Services. 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.
- POST 15/26** : **DIRECTOR: LEGISLATIVE FRAMEWORKS REF NO: DOHS/03/2024**  
Branch: Corporate Services  
Chief Directorate: Legal Services  
Directorate: Legislative Frameworks
- SALARY** : R1 162 200 per annum (Level 13)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidates should be in possession of Matric/Gr 12 or equivalent; Undergraduate qualification in Law/ LLB (NQF level 7 as recognised by SAQA). Minimum experience: 5 years' relevant experience at middle/senior management level. Advanced research and presentation skills. Knowledge and understanding of the Housing Legislative frameworks as well as Prescripts, Policies and Practices relevant to the Housing Sector. Good analytic and problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts (PMFA), Practices as well as financial management skills and the application of Treasury Regulations. Planning and organising skills as well as being creative and innovative will be an added advantage. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link:  
<https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.
- DUTIES** : The successful candidate will be expected to: Manage the conducting of research related to human settlements legislation and regulations. Manage the development and review of human settlements legislation and regulations. Facilitate parliamentary process for human settlements legislation and regulations. Facilitate parliamentary process for human settlements legislation and regulations. Provide support in the interpretation and enabling implementation of approved or existing legislations and regulations. Manage resources allocated to the Directorate.
- ENQUIRIES** : Mr L Manyama Tel No: (012) 444-9118  
**NOTE** : Female candidates and people with disabilities are encouraged to apply
- POST 15/27** : **DIRECTOR: EMERGENCY HOUSING AND DISASTER RELIEF REF NO: DOHS/04/2024**  
Branch: Informal Settlements Upgrading and Emergency Housing  
Chief Directorate: Informal Settlements Upgrades Implementation Support, Monitoring and Reporting  
Directorate: Emergency Housing and Disaster Relief
- SALARY** : R1 162 200 per annum (Level 13)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Candidates should be in possession of Matric/Gr 12 or equivalent; Undergraduate qualification in Disaster Management/ Built Environment preferably in Civil or Structural Engineering or any other relevant qualification (NQF level 7 as recognised by SAQA). Minimum experience: 5 years' relevant experience at middle/senior management level. Knowledge and understanding of the Housing Legislative frameworks as well as Prescripts, Policies and Practices relevant to the Housing Sector. Planning and organising skills as well as being creative and innovative. Advanced research and presentation skills. Proven communication skills (both written and verbal). Good analytic and problem-solving skills coupled with strategic capacity, leadership, and planning. Knowledge and understanding of financial prescripts (PMFA), Practices as well as financial management skills and the application of

Treasury Regulations. Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course. The course is available on the NSG website under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.

**DUTIES**

: The successful candidate will be responsible for Management Disaster preparedness processes. Management Disaster Response Services. Management of the provision of Disaster Recovery Services. Management of the provision of Disaster Mitigation Services. Management of all the resources allocated to the Directorate.

**ENQUIRIES**

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

**NOTE**

: Female candidates and people with disabilities are encouraged to apply

**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)(i) 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 E mails stated below.
- CLOSING DATE** : 20 May 2024
- NOTE** : Applicants must apply by submitting applications on the most recent Z83 form obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a comprehensive CV only (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 (only when shortlisted). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation (only when shortlisted). 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. Documents should not be password protected and ZIP files will be blocked. The NPA cannot be held responsible for server delays. All applications must reach the NPA on/or before the closing date. No late applications will be accepted/processed. 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 enquire 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, including SMS, shall undertake two pre-entry assessments (one practical exercise and an Integrity (Ethical Conduct) Assessment. Following the interview and assessments the SMS candidates are to attend 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. A Pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants for Public Service Act positions in the NPA (SMS pre-entry certificate to be submitted prior to appointment). NPA Act appointments are exempted from the pre-entry certificate requirement. This is a Public Service specific training programme. The name of the course is Certificate for entry into the SMS. The full details can be sourced from the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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](http://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 15/28** : **CHIEF FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/02 (X4 POSTS)**  
Investigating Directorate  
(Re-advert)
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (Total cost package)  
: Pretoria: Head Office  
: An appropriate B -degree or Advanced Diploma (NQF level 7) in one of the following: Forensic Investigations, Forensic Auditing, Criminal Investigation or equivalent. Certified Fraud Examiner (CFE) or Institute of Commercial Forensic Practitioners (FP (SA)) accreditation. At least eight years minimum experience with five years management experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership. General management skills. People management and empowerment. Administration skills. Communication written and verbal. Planning and organizing skills. Customer focus and responsiveness. Problem solving and decision-making skills. Knowledge of legislation and regulations and regulations pertaining to public service administration specifically: The Constitution of South Africa and the rights of suspects; Prevention of Organised Crime Act 121 of 1988, with the emphasis on racketeering, money laundering and asset forfeiture provisions; Minimum Information Security Standards (MISS); Relevant provisions of the NPA Act, 32 of 1998; The Public Service Act and Regulations; Access to Information Act; Justices of the Peace and Commissioner of Oaths Act 16 of 1963; Prevention and Combating of Corrupt Activities Act 12 of 2004; Protected Disclosures Act 26 of 2000; 10. Criminal Procedure Act 51 of 1977. Knowledge of asset forfeiture law (National and International). Know and understand the Law of Evidence in Civil Matters. Know and understand the Law of Criminal Procedure. Knowledge of NPA and NPS policies and procedures relevant to the job functions. General Management skills. Understand direct and indirect methods of determining income. Information management. Writing skills. Task/time management skills. Strategic thinking. Conflict management. Interpersonal relations. Communication. Planning. Analytics and the application of visual presentation software to present data. Specialist/Professional. Research skills. Problem Solving skills. Processing of digital forensic images through indexing, filtering, collaboration, automation and data visual ID Case Management System. Relevant MS office suite. Valid driver's licence.
- DUTIES** : Provide strategic planning and implementation of financial investigations. Coordinate and manage stakeholder relations in relations to financial investigations. Manage national financial investigative projects and administrative functions.
- ENQUIRIES APPLICATIONS** : Maureen Dibetle Tel No: (012) 845 7727  
: email Recruit202402@npa.gov.za

## OTHER POSTS

- POST 15/29** : **DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS REF NO: RECRUIT 2024/01**  
Investigating Directorate
- SALARY CENTRE REQUIREMENTS** : R1 433 289 per annum (Level 14), (Total cost package)  
: Head Office: Pretoria  
: An LLB. For serving prosecutors seeking promotion any appropriate legal qualification. 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. Knowledge of Labour Relations Act; Access to Information Act; Legal Administration; Knowledge of NPA and NPS policies and procedures relevant to the job functions; Ability to apply technical/professional knowledge and skills; Precca; POCA; CPA51/77; Interpretation. Act 33/1957; Performance Management Superior Court Act 10/2013 and all rules of courts specifically in the superior courts including the Constitutional Court. Knowledge and experience in money

		laundrying and complex corruption cases. Knowledge of State Capture recommendations and offences related threats. Preferred knowledge of FATF. People Management and Empowerment; Strategic Capability and Leadership; Project and Programme Management; Financial Management and head investigations. Good interpersonal, analytical, presentation and communication skills. Valid driver's license.
<b><u>DUTIES</u></b>	:	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. Study and manage case dockets and other documents relating to criminal matters, make and review decisions with regard to the institution. Draft charge sheets and Indictments. Lead investigations in accordance of Chapter 5 of NPA Act. 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 motion applications, prepare opinions and heads of argument and argue cases in the appropriate court including the Constitutional Court. Appear in motion applications pertaining to criminal matters. Ensure that the strategic objectives of the NPA and unit are achieved. 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. Adhere to the highest ethical standards and professional conduct. Promote partner integration, community involvement and customer satisfaction in conjunction with partners in the criminal justice system. Deal with voluminous and complex cases within a short time frame. Deal with novel questions of law by way of opinion/review applications appeal. Engage with and manage engagement with internal stakeholders. Attend to mutual legal assistance and extradition matters. The drafting of all processes and the engagement with foreign authorities. 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. 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Maureen Dibette Tel No: (012) 845 7727
	:	email Recruit202401@npa.gov.za
<b><u>POST 15/30</u></b>	:	<b><u>FINANCIAL INVESTIGATOR REF NO: RECRUIT 2024/03 (X2 POSTS)</u></b> Investigating Directorate
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R444 036 per annum (Level 09), (excluding benefits)
	:	Pretoria: Head Office
	:	An appropriate B Degree (NQF 7) or Three (3) year Diploma (NQF 6) in the following: Forensic Investigation, Forensic Auditing, Criminal Investigation or equivalent. At least three (3) years financial investigation or related experience. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Strategic capability and leadership, Administration skills, Communication, Planning and Prioritising, Customer focused and Responsiveness, Problem solving and Decision making. General management and project management skills. Research skills. General computer literacy and knowledge of programs in Microsoft Office (Word, Excel, Outlook and PowerPoint). Valid driver's licence.
<b><u>DUTIES</u></b>	:	Conduct financial investigation assessments. Conduct case planning. Conduct detailed financial investigations in medium value and less complex cases.

**ENQUIRIES**  
**APPLICATIONS**

Undertake stakeholder engagement. Provide administrative support services with regard to case management.  
:  
Maureen Dibetle Tel No: (012) 845 7727  
:  
e mail Recruit202403@npa.gov.za

**NATIONAL TREASURY**

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



<b><u>APPLICATIONS</u></b>	:	To apply visit: <a href="https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs">https://erecruitment.treasury.gov.za/eRecruitment/#/browseJobs</a>
<b><u>CLOSING DATE</u></b>	:	20 May 2024 at 12:00 am (Midnight)
<b><u>NOTE</u></b>	:	The National Treasury utilises an e-Recruitment system, effective from 7 April 2021, which means all applicants must login/register to apply for positions as we only accept applications hand delivered/post should an applicant prove that he/she tried to apply via e-Recruitment with no success. The applicant's profile on the e-Recruitment is equivalent to the newly approved Z83 and it is the responsibility of applicants to ensure their profiles are fully completed or their applications will not be considered, as per the DPSA Practice Note. Certain documentations will still be required to be uploaded on the system such as copies of all qualifications including National Senior Certificate/Matric certificate, ID, etc., however these documents need not be certified at point of application however certification will be required prior to attending the interview. Please note: All shortlisted candidates will be subjected to two assessments. The first assessment will be a technical exercise that intends to test relevant technical elements of the job, while the second assessment will be an integrity (ethical conduct) assessment, the logistics of which will be communicated by the Department. Successful completion of the Nyukela Public Service SMS Pre-entry Programme as endorsed by the National School of Government, available as an online course on <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme/">https://www.thensg.gov.za/training-course/sms-pre-entry-programme/</a> , prior to finalisation of appointment. All qualifications, criminal and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted in line with the new DPSA Directive effective 01 April 2024. It is the applicant's responsibility to have all their foreign qualifications (this includes O and A level certificates) evaluated by the South African Qualifications Authority (SAQA), not negotiable. The status of your application will be visible on the e-Recruitment system. However, if you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful. NOTE: The National Treasury reserves the right not to fill the below-mentioned posts, withdraw or to put on hold a position and/or to re-advertise a post. The National Treasury is compliant to the requirements of POPIA.

**MANAGEMENT ECHELON**

<b><u>POST 15/31</u></b>	:	<b><u>DEPUTY DIRECTOR-GENERAL: INTERGOVERNMENTAL RELATIONS REF NO: S002/2024</u></b> Division: Intergovernmental Relations (IGR) Purpose: To manage fiscal relations in the improvement of the intergovernmental fiscal system based on the principle of co-operative governance, oversee the implementation of local and provincial government budget reform processes, develop recovery measures within municipalities under mandatory interventions, develop and implement reforms to improve infrastructure planning, reporting in provinces and local government, and facilitate the development of urban network plans.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 663 581 per annum, (all-inclusive remuneration package) Pretoria A Grade 12 is required coupled with a minimum postgraduate qualification (NQF level 8) as recognised by SAQA in Economics, Finance, Public Administration or Accounting, A minimum 8-10 years' experience required at a senior managerial level obtained in the budget allocation, improvement of the intergovernmental fiscal system, and the financial reforms system, within the provincial and local government spheres, Knowledge and experience of the provincial and local government infrastructural reforms, Knowledge and

experience of the facilitation and development of urban network plans, A broad knowledge of the intergovernmental workings of the 3 Tiers of government. Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

: Provincial and Local Government Fiscal Framework and alignment: Determine fiscal framework for provincial and local government, Review the Equitable Share Formulas for provinces and local government, Determine grants for provinces and municipalities to meet their strategic obligations, Coordinate drafting of Division of Revenue Bill in support of basic serviced infrastructure and capacity building initiatives within provinces and municipalities. Provincial and Local Government Budgeting Implementation and Oversight: Coordinate the publication of Provincial and Local Government Expenditure Reviews, Monitor trends in provincial and local government budgets and performance including infrastructure delivery and conditional grants, Coordinate and support budget preparation processes for provincial and local governments. Improve Financial Management, Infrastructure Delivery and Capacity Building and Interventions: Institutionalise the enforce compliance with financial management reforms in provinces and local government, Engage and partner stakeholders in the implementation of capability development in financial management in prioritised municipalities, Monitor compliance of financial vulnerable municipalities in alignment with the municipal financial recovery plans and support implementation within provinces, Initiate the implementation, institutionalisation and enforcement of measures to improve value for money in infrastructure delivery within provinces and municipalities. Strengthening the Provincial and Local Government's role in Economic Development, Job Creation and Spatial Transformation: Facilitate Intergovernmental alignment of economic development interventions earmarked for implementation, Develop an integrated pipeline of spatially targeted projects and institutionalisation of project preparation in large municipalities, Coordinate implementation of targeted economic development programmes in prioritised municipalities. Intergovernmental Co-ordination: Coordinate Intergovernmental meetings (e.g. Budget Council, City Budget Forum, Budget Forum) pertaining to provinces and municipalities, Coordinate with stakeholders to ensure an aligned and integrated approach pertaining to capability development in municipalities and institutionalisation of best practices to improve performance of municipalities.

**ENQUIRIES**

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

**POST 15/32**

: **DEPUTY DIRECTOR-GENERAL: PUBLIC FINANCE REF NO: S003/2024**  
 Division: Public Finance (PF)  
 Purpose: To provide advice to the Minister of Finance and Director-General, and initiate the development of frameworks on fiscal monitoring, including the evaluation of policy proposals, reviewing of expenditure plans and service delivery trends of departments and entities, aimed at strengthening and achieving optimal budgetary spending through transparent financial oversight.

**SALARY CENTRE REQUIREMENTS**

: R1 663 581 per annum, (all-inclusive remuneration package)  
 : Pretoria  
 : A Grade 12 is required coupled with a minimum post-graduate qualification (equivalent to NQF level 8) as required by SAQA in Finance, Accounting, Public Administration or Economics, A minimum 8-10 years' experience at a senior managerial level obtained budget planning, financial management and public finance, Knowledge and experience of government's budget framework, Experience in public/private sector strategy and planning management, Knowledge of strategic management and policy analysis and development, and Ability to gather and analyse information for public finance policy development and application of policies, Successful completion of the Nyukela Public Service Senior Management Leadership Programme as endorsed by the National School of Government available as an online course on <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>, prior to finalisation of an appointment.

**DUTIES**

: Evaluate Departmental MTEF, expenditure and submissions: Conduct an annual evaluation of departmental and sectoral MTEF inputs and consolidate for accuracy, Evaluate the effectiveness of policy proposals and monitor expenditure plans, Compare budgetary proposals of stakeholders with service delivery outputs, financial oversight, and expenditure monitoring, Implement

measures to strengthen optimal budgetary spending and oversight through a transparent process, Provide inputs to MTEC and Ministers' Committee on draft Budget and compilation of ENE chapters. Policy Analysis and Development: Develop public finance policy analysis capabilities for the enhancement of guidelines, Influence the development and initiatives informed by gaps identified in policies, guidelines, and methodologies, Implement a platform for public finance regulatory reforms that is responsive to the policy goals and objectives of government, Provide guidance and support in the strengthening of capacity for policy analysis and development within Government, Provide clear guidelines for Public Finance in the enhancement of their engagement with the Minister of Finance, Cabinet and Parliament, Coordinate PFMA and Treasury Regulation approvals and oversight. Research, Benchmarking and Advice: Conduct benchmarking and research projects with recognised international institutions, Integrate research finding and inputs from stakeholders to document gaps and identify key reforms for implementation, Facilitate the e-generation and integration of information in the wider business environment, Develop trend analysis, modelling, and scenarios for the enhancement of public finance reforms and related projects, Provide advice on economic and fiscal policy, budget documentation and support to Minister and DG. Stakeholder Engagement and Publications: Consult internal and external stakeholders in the enhancement of processes, and operational aspects public finance, Engage stakeholders on budgetary trends that negatively impact the budget process, Build institutional capacity to interact with the trade-offs to inform interaction with departments, Initiate drafting and publication of budget documentation and editing of ENE Chapters, Attend to parliamentary questions and initiate the finalisation of speaking notes for senior stakeholders in the National Treasury.

**ENQUIRIES**

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

## OFFICE OF THE CHIEF JUSTICE

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

**APPLICATIONS**

- : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685.
- Supreme Court of Appeal: Bloemfontein:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X20612, Bloemfontein, 9300 or hand deliver applications to the Free State Division of the High Court, Corner President Brand and Fontein Street, Bloemfontein, 9301
- Gauteng Provincial Service Centre, Johannesburg/Pretoria/Land Claims: Randburg:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000. Applications can also be hand delivered to the 12th floor, Cnr Pritchard and Kruis Street, Johannesburg.
- Kimberley:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag x5043, Kimberley, 8300. Applications can also be hand delivered to: The High Court, Sol Plaatje Drive, Room B107, Kimberley.
- North West:** Quoting the relevant reference number, direct your application to: The OCJ Provincial Head, Office of the Chief Justice, Private Bag X 2033, Mmabatho, 2735. Applications can also be hand delivered to 22 Molopo Road, Ayob Gardens, Mafikeng
- KwaZulu Natal Division of the High Court: Durban/Pietermaritzburg:** Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X 54314, Durban, 4000 Application can also be hand delivered to Office of the Chief Justice, Human Resource Management, 1st Floor, CNR Somtseu & Stalwart, Simelane Streets, Durban.

**Western Cape:** Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X14, Vlaeberg, 8018. Applications can also be hand delivered to 30 Queen Victoria Street, Cape Town

**CLOSING DATE**

: 17 May 2024

**NOTE**

: All applications must be submitted on a New Z83 form, which can be downloaded on internet at [www.judiciary.org.za](http://www.judiciary.org.za) / [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. Each application form must be fully completed, duly signed and initialled by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to fully complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in a possession of foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Dual citizenship holders must provide the Police Clearance certificate from country of origin (when shortlisted All non - SA Citizens will be required to submit a copy of proof of South African permanent residence when shortlisted. Applications that do not comply with the above mentioned requirements will not be considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, reference checks and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within

three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered during the selection process. All shortlisted candidates for Senior Management Service (SMS) posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools. Applicants could be required to provide consent for access to their social media accounts. One of the minimum entry requirements to the Senior Management Service is the Nyukela Public Service SMS Pre-entry Programme (certificate) which is an online course, endorsed by the National School of Government (NSG). For more details on the pre-entry course visit: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme>. The successful candidate will be required to complete such prior to appointment. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointments. The Office the Chief Justice (Constitutional Court) comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process. OCJ will give preference to candidates in line with the departmental Employment Equity goals.

#### **OTHER POSTS**

- POST 15/33** : **LAW RESEARCHER REF NO: 2024/32/OCJ**
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : National Office: Midrand
- REQUIREMENTS** : Matric certificate and an LLB degree or a four-year recognized legal qualification. A minimum three (3) years' relevant legal experience. An understanding of the functioning of Commissions or Tribunals would be an added advantage. A valid driver's license. Skills and Competencies: Legal research and analytical skills, Report writing and editing skills, Project Management, Planning and organizing, Accuracy and paying attention to detail, Communication skills, Computer literacy, Excellent interpersonal skills, Ability to work under pressure and independently, Willingness to travel. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Ensure the development and maintenance of a complaints register. Receive and register complaints lodged against Judges. Attend to litigation matters against the Judicial Service Commission. Analyse the pleadings received. Provide secretariat support services to the Judicial Conduct Committee (JCC). Prepare documentation for the Committee Members. Maintaining of stakeholder relations with referral institutions. Compile JSC recommendations for presentation to the Chief Justice and to the President. Ensure the provision of administrative support services to the JSC. Monitor and maintain the development of the JSC data base.
- ENQUIRIES** : Technical Enquiries: Ms M Mondlane Tel No: (010) 493 2581  
HR related Enquiries: Mr A khadambi Tel No: (010) 493 2500/2528



- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/34** : **LAW RESEARCHER REF NO: 2024/33/OCJ**  
(3 Year Contract)
- SALARY** : R444 036 – R532 602 per annum (Level 09). Plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.
- CENTRE** : Supreme Court of Appeal: Bloemfontein
- REQUIREMENTS** : Matric certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Office ); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problem solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges and other personnel of the court. Read all the relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Attend to additional duties as assigned.
- ENQUIRIES** : Technical Related Enquiries: Ms C.A Martin Tel No: (051) 492 4623  
HR Related Enquiries: Ms N de la Rey Tel No: (051) 492 4523
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/35** : **LAW RESEARCHER REF NO: 2024/34/OCJ**  
(Re-advertisement, candidates who previously applied are encouraged to re-apply)
- SALARY** : R444 036 – R532 602 per annum (Level 09). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu-Natal Division of The High Court, Durban
- REQUIREMENTS** : Matric Certificate and an LLB degree or four year recognized legal qualification; A minimum of two (2) years relevant legal experience; A minimum of three (3) years legal research experience; Sound knowledge of domestic and international legal databases; A valid driver's license will be an added advantage. An LLM will be an added advantage. Skills and Competencies: Excellent research and analytical skills; Report writing and editing skills; Excellent communication skills (written and verbal); Understanding of the Constitution and relevant legislation; Computer literacy (MS Word, Outlook and Internet); Ability to access and utilize computer research programmes (Westlaw, LexisNexis, Jutastat); Planning and organizing; Ability to integrate knowledge from diverse sources; Accuracy and attention to detail; Interpersonal skills; Problems solving skills; Ability to work under pressure; Ability to work independently. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform all legal duties for the judges to enable them to prepare judgments. Research and retrieve all material from all sources in both hard copy and electronic format on legal issues, as requested by the judges. Read all the

relevant material and analyse it thoroughly. Discuss all possible variations on a legal point with colleagues and/or the judge. Prepare a comprehensive memorandum on the outcome of the research. Proof read all judgments, articles, speeches and conference papers. Verify all references and footnotes in all judgments and legal articles against the original text for correctness. Correct documents with the help of track changes to allow for the acceptance/rejection of the proposed changes. Drafting of speeches, conference notes and legal articles. Monitoring and bringing to the attention of judges of the court recent developments in case law and jurisprudence. Assist court personnel with research related queries as assigned.

- ENQUIRIES** : Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562  
HR Enquiries: Ms SZ Mvuyana Tel No: (031)493 1721
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/36** : **REGISTRAR REF NO: 2024/35/OCJ**
- SALARY** : R307 659 – R1 053 387 per annum (MR3 – MR5) (Salary will be in accordance with the Occupation Specific Dispensation Determination). Shortlisted candidates will be required to submit a service certificate/s for determination of their experience. The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberley  
: Matric certificate and an LLB Degree or a four (4) year Legal qualification. A minimum of two (2) years' legal experience obtained after qualification. **MR3:** LLB Degree or equivalent plus a minimum of 2 years post qualification experience in legal profession. **MR4:** LLB Degree or equivalent plus a minimum of 8 years post qualification experience in legal profession. **MR5:** LLB Degree or equivalent plus a minimum of 14 years post qualification experience in legal profession. Superior court or litigation experience will be an added advantage. Skills and Competencies: Excellent communication skills (verbal and written) Computer literacy Numerical skills Attention to detail Planning, organizing and control, Problem solving and decision-making skills, Customer service orientated, Interpersonal skills Conflict management, Strong work ethics, Professionalism, Ability to work under pressure and meeting of deadlines, Results driven, Honesty/Trustworthy Observance of confidentiality. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Manage and execute quasi-judicial functions, Co-ordination of Case Flow Management support process to the Judiciary and Prosecution. Manage the issuing of all processes, Initiating Court Proceedings, Coordinate, interpreting services, appeals and reviews Process unopposed divorces and the facilitation of Pre-Trial conferences, Quality checks on Criminal Record Book, Authenticate signatures of Legal Practitioners, Notaries and Sworn Translators, Supervision and management of staff Provide practical training and assistance to the Registrars' Clerks Ensure annotation of relevant publications, codes, acts and rules Attend to and execute requests from the Judiciary in connection with cases and case related matters Exercise control over the management and safekeeping of case records and the record room Deal with the files in terms of the relevant codes and Legislation.
- ENQUIRIES** : Technical related enquiries: Ms S Basson Tel No: (053) 492 3501  
HR related enquiries: Ms L Wymers Tel No: (053) 492 3533
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/37** : **ADMINISTRATION CLERK: DCRS REF NO: 2024/36/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KwaZulu Natal Division of The High Court, Pietermaritzburg  
: Matric Certificate or equivalent qualification, Experience in operating a recording machine and administration functions in a court environment will be an added advantage Skills and Competencies: Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Customer service skills and ability to work under pressure. Good interpersonal and public relation skills. All shortlisted candidates shall

- undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.
- ENQUIRIES** : Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288  
HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/38** : **ADMINISTRATION CLERK REF NO: 2024/37/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : KwaZulu Natal Division of The High Court, Durban
- REQUIREMENTS** : Matric Certificate and computer literacy. Experience in Clerical/ administration functions relating to Finance, SCM and Asset Management and knowledge of basic financial operating systems (PERSAL, BAS, JYP etc.) will be an added advantage. Skills and Competencies: Good communication skills (written and verbal), good interpersonal and public relations skills, good administration and organizational skills and customer service skills and ability to work under pressure. Relevant experience in Provisioning Administration/Supply Chain Management and Financial Management, demonstrate a sound understanding of the PFMA, Treasury Regulations, PPPFA, supply Chain Management Guidelines and other related prescripts. Knowledge of the Public Sector procurement process, rules and regulations. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics; A valid driver's licence. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Keep and update all records on the asset register, Bar code all newly acquired assets, conduct quarterly asset verification and ensure that assets in the register matches the condition and existence, Identify assts for disposal and facilitate the transfer thereof, perform reconciliation of JYP and BAS asset register, Update records of leases on assets and maintain copies for audit purposes, report and follow up on losses reported to Legal Liability and update asset register according to asset status. Facilitate the movements of assets, update of inventory lists and assets register, compile daily, weekly and monthly statistics, Handle internal and external enquiries, follow supply chain management processes to procure assets, Render Financial Accounting transactions, Receive invoices, Check invoices for correctness, verification and approval, Process invoices (e.g. capture payments), Filing of all documents, Collection of cash, Capture all financial transactions and assist with general office administrative duties.
- ENQUIRIES** : HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723  
Technical Enquiries: Mrs K Marais Tel No: (031) 492 5562
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/39** : **REGISTRAR'S CLERK: CASE FLOW REF NO: 2024/38/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE** : Western Cape Division of The High Court: Cape Town
- REQUIREMENTS** : Matric certificate and para -legal qualification, Two (2) years administration experience preferably in a court environment. The following will be an added advantage: Experience in general legal administration, A valid driver's licence.

Skills and Competencies. Excellent communication skills (written and verbal). Computer literacy (MS Office). Good interpersonal and public relation skills. Ability to work under pressure and solve problems, numerical skills, accuracy and attention to detail, planning, organizing and skills and customer service skills orientated. Knowledge of the Rules of the High Court. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Render support services to case flow management, Filing of civil process, Render counter services; Act as liaison between Judges and Legal Practitioners; Attend and oversee to general public queries; Rendering of efficient and effective support services to court; Attend telephone and / electronic official queries/ correspondence; Manual data collection, capturing, monitoring and control; Provide administrative support in Registrar's office(general office and case flow management);Provide any administrative support as required by the Judiciary, Chief Registrar, Court Manager and/or supervisor; and Assist in the filing and safekeeping of the recorded cases, Uploading and updating case information on registrars' tools.

**ENQUIRIES** : Technical Related Enquiries: Ms. R David Tel No: (021) 480 2635  
Hr Related Enquiries: Ms. M Baker Tel No: (021) 469 4038

**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 15/40** : **ADMINISTRATION CLERK (DCRS) REF: NO: 2024/39/OCJ**

**SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Western Cape Division of The High Court: Cape Town

**REQUIREMENTS** : Matric certificate or equivalent qualification .Appropriate experience in general administration or court related functions with regard to court recordings and / or case flow management .Drivers licence Understanding of confidentiality in Government Skills and Competencies: Good communication (written and verbal)Computer literacy ( MS Office ) Good interpersonal skills, good public relations skills Ability to work under pressure and to solve problems Customer service Document management. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Test and operate court recordings equipment and ensure the safekeeping and maintenance thereof; Record court proceedings; Provide administrative and case flow management support in general to the court as required by the Judiciary, Chief Registrar, Court Manager and/ or Supervisor.

**ENQUIRIES** : Technical/HR related enquiries: Ms M Baker Tel No: (021) 469 4032

**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 15/41** : **ACCOUNTING CLERK REF NO: 2024/40/OCJ**

**SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

**CENTRE** : Western Cape Provincial Service Centre: Cape Town

**REQUIREMENTS** : Matric Certificate with Accounting as a passed subject, A national Diploma in Accounting/Financial Management or equivalent qualification. A valid Driver's License and one-year experience in finance will be an added advantage. Skills and Competencies: Competency literacy (MS Office), Good communication skills (written and verbal), Good interpersonal relations, planning relations, planning and organizing skills and problem-solving skills. Technical competencies: Public Finance Management Act (PFMA), Treasury Regulations, Knowledge of travel subsistence, Basic Accounting System (BAS). The applicant must be computer literate especially in MS Excel and MS Office. People with disability are encouraged to apply. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Process the payment of creditors, administer the collection of revenue, conduct payroll administration and pay claims, administer petty cash, Prepare and process payment of S&T claims for Judges and Officials, prepare manual

- requisitions and capture on JYP, Receive and record all invoices within 30 days.
- ENQUIRIES** : Technical Related Enquiries: Ms. H Reddy Tel No: 021 429 4053  
HR Related Enquiries: Ms. M Baker Tel No: (021) 469 4038
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/42** : **ADMINISTRATION CLERK REF NO: 2024/41/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : Gauteng Provincial Service Centre: Johannesburg  
Matric certificate. A minimum of (1) year relevant experience will be an added advantage. Job knowledge. Good communication skills (verbal and written). Interpersonal relations skills. Flexibility. Teamwork. Planning and organisation skills. Computer literacy (MS Office). Skills and Competencies Accuracy and Attention to detail. Computer literacy (MS Office). Good communication skills (written and verbal). Good administration and organisational skills. Good interpersonal and public relations skills. Ability to work under pressure, independently and self-motivated. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Render clerical support services within the component. Record, organise, store capture and retrieve correspondence and data. Update registers and statistics, handle routine enquiries, make photocopies and receive/send mails. Distribute documents/packages to various stakeholders as required. Attend to all stakeholders' enquiries and correspondences. Ensure proper filing and safekeeping of all court records. Type letters and other correspondence. Perform variety of routine duties that are related to the activities of the Department.
- ENQUIRIES** : Technical enquiries: Acting DCO Tel No: (010) 494 8533  
HR enquiries: Ms T Mbalekwa Tel No: (010) 494 8515
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/43** : **ADMINISTRATION CLERK: CRT REF NO: 2024/42/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : North West Division Of The High Court  
Matric certificate or equivalent qualification. A minimum of one-year relevant experience. A valid Driver's license. Skills and Competencies: Job Knowledge. Good Communication skills (verbal and written). Interpersonal relations skills. Flexibility. Team work. Planning and organization skills. Computer literacy (MS Office). All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.
- DUTIES** : Perform digital recording of court proceedings locally and at circuit courts, and ensure integrity of such documents. Maintenance of criminal record books and charge sheets, writing and tracing of summonses and writing of witness fees book. Completion and issuing of committal warrant of arrest. Provide administrative support in general court and case flow management. Completion of case documents (charge sheet) and other court documents. Document scanning and data capturing. Provide any other administrative support as required by the judiciary, court manager and or supervisor.
- ENQUIRIES** : Technical Enquiries: Mr O Sebatso Tel No: (018) 397 7065  
Hr Related Enquiries: Ms B Ontong Tel No: (018) 397 7064
- NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.
- POST 15/44** : **ADMINISTRATION CLERK: DCRS REF NO: 2024/43/OCJ**
- SALARY** : R216 417 – R254 928 per annum (Level 05). The successful candidate will be required to sign a performance agreement.
- CENTRE REQUIREMENTS** : KZN Division of The High Court: Pietermaritzburg  
Matric certificate equivalent qualification. Experience in operating a recording machine and administration functions in a court environment will be an added

advantage. Skills and Competencies: Computer literacy (MS Office), Good communication skills (written and verbal), Good administration and organisational skills, Customer service skills and ability to work under pressure, Good interpersonal and public relation skills. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Operate the recording machine and recording of court proceedings ensure integrity of such documents. Preparing and setting up the recording machine and make sure that the recording machine and microphones is functioning properly. Report all malfunctions on the machine. Make sure the recording is on before court starts. Make sure all voices are audible. Exporting cases. Downloading proceedings on RW-CD. Keep record of all the requests made for transcription and record time spent in court per case. Document scanning and data capturing. Provide any other administrative support as required by the Judiciary, Court Manager and/or supervisor.

**ENQUIRIES** : Technical Enquiries: Mr M Zondi Tel No: (034) 492 0269 /034 492 0288  
HR Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 15/45** : **TYPIST REF NO: 2024/44/OCJ**

**SALARY** : R183 279 - R215 892 per annum (Level 04). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : North West Division Of The High Court  
Matric certificate or equivalent qualification. A minimum typing speed of 35 wpm. Shortlisted candidates will be required to pass a typing test. A valid Driver's license will serve as an advantage. Skills and Competencies Computer literacy (MS Word). Good communication skills (written and verbal). Good interpersonal relations, planning and organization skills. Good problem-solving skills. Accuracy and attention to details. Ability to work under pressure. Good time keeping. Telephone etiquette. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

**DUTIES** : Typing of appeals, reviews, reports, minutes, circulars, notice of set downs, witness statements, taxing master reports, affidavits, memorandums and court orders. Relief administrative personnel where necessary. Filing, opening files and making appointments. Dealing with public queries and other administrative duties.

**ENQUIRIES** : Technical Enquiries: Mr O Sebatatso Tel No: (018) 397 7064  
HR Related Enquiries: Ms K Zwane Tel No: (018) 397 7065

**NOTE** : The Organisation will give preference to candidates in line with the Employment Equity goals.

**POST 15/46** : **SECURITY OFFICER REF NO: 2024/45 /OCJ**

**SALARY** : R155 148 - R182 757 per annum (Level 03). The successful candidate will be required to sign a performance agreement.

**CENTRE REQUIREMENTS** : Northern Cape Division of The High Court: Kimberley  
Matric certificate or equivalent qualification with PSIRA Grade C Certificate. The following will serve as an added advantage: A minimum of one (1) year applicable experience and a valid code EB driver's licence. Skills and Competencies: Basic Computer Literacy (MS Office). Good communication skills (verbal and written). Problem solving skills. Good interpersonal relations. Ability to serve members of the public, clients and visitors. Planning, organisation and analytical thinking skills. Ability to function and operate in a team.

**DUTIES** : Perform security control room functions. Perform access control functions. Secure and protect Departmental property, documents, assets and stores. Render security and access control services at all security-controlled areas. Implementation of safety regulations and safety protocols. Identify and report security breaches. Perform search, patrol and perimeter security functions. Perform routine administrative functions as required by the Office of the Chief Justice (OCJ).

**ENQUIRIES** : Technical Related Enquiries: Mr F Wilkinson Tel No: (053) 4923553

**NOTE**

HR Related Enquiries: Ms L Wymers Tel No: (053) 492 3533  
: The Organisation will give preference to candidates in line with the  
Employment Equity goals.

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : Head Office Application: Posted at The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or hand deliver at CGO Building, Cnr Bosman and Madiba Street, Pretoria or email to: Recruitment24-05@dpw.gov.za
- FOR ATTENTION** : Ms. MM Magane
- CLOSING DATE** : 31 May 2024 @16h00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. Please note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Entry level requirements for SMS posts: In terms of the Directive on Human Resources Management and Development for Public Service Professionalization Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry Programme (Nyukela) as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Hand delivered, posted and emailed applications will be accepted, late applications will NOT be accepted. As part of the interview process, shortlisted candidates will be subjected to an ethics and integrity assessment, technical assessment and must be willing to undergo normal vetting and verification processes. Selected candidates will also be subjected to a compulsory competency assessment for senior management services in the Public Service. Should you not have heard from us within the next 3 months, please regard your application as



unsuccessful. (kindly note that the emailed applications and attachments should not exceed 15mb)

#### **MANAGEMENT ECHELON**

<b><u>POST 15/47</u></b>	:	<b><u>CHIEF DIRECTOR: ENGINEERING SERVICES REF NO: 2024/45</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria) Engineering degree (NQF 7) (Bachelor of Engineering / Bachelor of Sciences Engineering or relevant qualification. A minimum of five (5) years SMS experience in the engineering field. Compulsory professional registration with a professional council. Knowledge: Engineering best practice; Project Management; Extensive knowledge of all engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Personal Attributes: Programme and project management; Engineering design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Creating high performance culture; Networking; Engineering and professional judgment. Skills: Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; People management; Negotiation skills; Problem solving and analysis Change management; Innovation. Other: Willing to adapt work schedule in accordance with professional requirement.
<b><u>DUTIES</u></b>	:	Oversee the development of engineering plans, processes, and procedures:- Oversee the development and maintenance of professional best practice parameters and quality standards and manuals and guideline on professional standards; Monitor and ensure the implementation and continuous adherence to professional guideline and standards; Manage approvals or audits on new engineering designs according to design principles or theory; Ensure engineering design efforts and integration across disciplines to ensure seamless integration with current technology; Oversee budget and timelines for engineering projects; Promote and enforce a safe and healthy work environment in accordance with applicable legislation and company policies and procedures; Drive continuous improvement of processes, quality and cost to maintain profitability and competitiveness; Oversee the maintenance of engineering operational effectiveness:-Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Ensure engineering maintenance standards, specifications and service levels in accordance with Departmental objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to departmental goals to direct or redirect engineering services; Ensure and monitor compliance with standard operating procedures; Provide expert advice on electrical safety and risk management; Ensure compliance to OHSA, legal and environmental requirements; Manage cost efficiency of engineering projects and life cycle costing. Manage and provide technical operational advice on water and waste water treatment purification service to client departments:-Oversee the implementation of Water Act within the department; Manage the implementation and maintenance of the Water and Waste Water Plants; Apply research findings to help minimise the environmental impacts of pollution, erosion, and other problems; Research ways to improve water conservation and preservation; Evaluate the feasibility of water-related projects, such as irrigation systems and waste treatment facilities; Manage the Chief Directorate:- Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr N Kubeka Tel No: (012) 406 1504

## DEPARTMENT OF WATER AND SANITATION

**CLOSING DATE** : 17 May 2024

**NOTE** : Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

## MANAGEMENT ECHELON

**POST 15/48** : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE MANAGEMENT REF NO: 170524/01**  
Branch: Infrastructure Management

**SALARY** : R1 663 581 per annum (Level 15), consisting of a basic salary (70% of the total remuneration package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion that may be structured in terms of applicable rules and guidelines.

**CENTRE REQUIREMENTS** : Pretoria Head Office  
: A Postgraduate Degree in Civil Engineering (NQF level 8) as recognised by SAQA. At least eight (8) to ten (10) years proven experience in Senior Management level. A Senior Management leadership programme certificate is required. Pre-entry certificate obtained from the National School of government is required prior to the appointment. Civil Engineering experience with specialisation in structural engineering, Experience in high level project management. Must be able to demonstrate capacity to change. Knowledge and experience of various water aspects. Experience within asset management and in large scale infrastructure development. Experience in consulting and stakeholder management. Knowledge and understanding of

Public Service Regulations and Promotion of Access to Information Act. Knowledge and understanding of PFMA. Knowledge of business and management principles, policy, and strategy development. Knowledge of strategic planning, resource allocation and human resources. Good people and diversity management. Understanding of the value chain and its impact on demand management. Knowledge of scenario planning, infrastructure, including development, operations, and maintenance. Knowledge and understanding of socio-economic issues. Analytical thinking and good development skills. Good strategic capability and leadership skills. Programme, project, and financial management. Change and knowledge management. Service Delivery Innovation (SDI). Problem solving and analysis. People management and empowerment. Client orientation and customer focus. Good interpersonal and communication skills. Accountability and ethical conduct.

**DUTIES** : Oversee the conceptualisation of water resource infrastructure projects. Provide strategic direction and leadership in the operations and maintenance of water resources infrastructure by managing and overseeing Water Resources Infrastructure and maintenance. Managing the rehabilitation and management of land associated with strategic infrastructure assets. Ensure the provision of engineering services. The assurance of the design of civil structure for mechanical and electrical components. The assurance of the design of integrated environmental engineering solutions. Analysis of water availability contained within infrastructure facilities. Oversee the construction of water and sanitation infrastructure. Develop policies, strategies and systems that drive strategic deliverables within the Branch. Overseeing the management of financial- and human resources of the Branch: Infrastructure Management. Providing leadership during the transition for the establishment of the planned National Water Resource Infrastructure Agency (NWRIA). Note: This position will be impacted upon through the establishment of the NWRIA whereby the incumbent may be required to transfer to the Agency during the transition.

**ENQUIRIES** : Mr. C Greve Tel No: (012) 336 8402  
**APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Recruitment and Selection Unit.

#### OTHER POSTS

**POST 15/49** : **CHIEF ENGINEER GRADE A REF NO: 170524/02**  
 Branch: Provincial Operations: Gauteng

**SALARY** : R1 200 426 - 1 371 489 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

**CENTRE** : Gauteng Provincial Office  
**REQUIREMENTS** : An Engineering degree (B Eng / BSc (Eng) in Civil Engineering. Six (6) years post qualification experience. Compulsory registration with ECSA as a Professional Engineer. The disclosure of a valid unexpired driver's licence. Knowledge and understanding of government legislation relevant to the sector. Knowledge and understanding of government procurement for the infrastructure projects. Understanding of programme and project management. Knowledge of engineering, legal and operational compliance. Knowledge of Mobile equipment operating engineering design and analysis. Knowledge in maintenance, engineering code of conduct, risk management, technical report writing, and financial management. Research and development skills. Computer-aided engineering applications. Creation of high-performance culture. Technical consulting. Engineering and professional judgement. Good communication skills (both verbal and written). People management, planning and organising, conflict, change management, and negotiation skills. Strategic capability and leadership, problem solving and analysis, decision making, team leadership, creativity, customer focus and responsiveness.

**DUTIES** : Render technical advice and support to WSA's as project managers. Ability to monitor the development and assessment of technical reports. Feasibility studies of all infrastructure project implemented by the department. Approval /

Acceptance of all technical designs for projects implementation under the department. Provide technical and professional advice on the development needs and conceptualize possible solutions to meet water demands. Carry out monitoring of feasibility studies. Support the implementation of RBIG, WSIG, MIG and USDG projects. Monitor refurbishment projects of bulk water infrastructures. Manage administrative, financial and personnel related matters. Conduct field inspections on implementing projects to ensure compliance towards norms and standards of Water Sector Support. Engineering principles are to be applied to ensure water service infrastructure development and maintenance programme and project management, legal and operational compliance. Assist in developing annual business plans and budget for the directorate. Revise plans quarterly. Provide verbal and written reports to the manager. Manage Professional Service Providers (PSP's) contracts. Oversee and manage all work conducted by PSP's. Delegate work to PSP's. Oversee and monitor all PSP contracts.

- ENQUIRIES** : Mr Mulalo Bvumbi, Tel No: (012) 392 1345
- APPLICATIONS** : Gauteng Provincial Office (Pretoria): For purposes of response handling, please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.
- FOR ATTENTION** : Planning, Recruitment and Selection Unit.
- POST 15/50** : **CHIEF ENGINEER GRADE A REF NO: 170524/03**  
Branch: Provincial Operations: Eastern Cape  
Dir: Water Services Support
- SALARY** : R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.
- CENTRE** : King William's Town
- REQUIREMENTS** : An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's Licence. Knowledge of programme and project management. Understanding of engineering, legal, and operational compliance. Knowledge and understanding of engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Understanding of research and development. Computer - aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, and creativity. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer skills. People, financial, change, and conflict management. Planning, organising, and negotiation skills. Must be available to travel as and when required often at short notice.
- DUTIES** : Engineering design and analysis effectiveness. Perform final review, approvals and audits on new engineering designs according to design principles and theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems, and resources. Set engineering maintenance standards, specifications, and service levels according to organizational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g., short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return

on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives; Manage the development, motivation, and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES  
APPLICATIONS**

: Ms A Sizani Tel No: (043) 604 5404  
: Eastern Cape (King William's Town): For purposes of response handling, please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION**

: Planning, Recruitment and Selection Unit.

**POST 15/51**

: **CHIEF ENGINEER GRADE A REF NO: 170524/04**

Branch: Infrastructure Management: Head Office  
Dir: Mechanical and Electrical Engineering

**SALARY**

: R1 200 426 - R1 371 489 per annum, (all-inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered based in relation to the provisions of the Public Service Regulation 2016 as amended, i.e. provision of the candidate's current salary advice.

**CENTRE  
REQUIREMENTS**

: Pretoria Head Office  
: An Engineering Degree (B Eng / BSc Eng) or relevant qualification. Six (6) years post qualification experience. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineer. The disclosure of a valid unexpired driver's License. Knowledge of programme and project management. Understanding of engineering, legal, and operational compliance. Knowledge and understanding of engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Understanding of research and development. Computer - aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement. Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership, and creativity. Customer focus and responsiveness. Good communication skills both (verbal and written). Computer skills. People, financial, change, and conflict management. Planning, organising, and negotiation skills. Must be available to travel as and when required often at short notice.

**DUTIES**

: Design and specification of mechanical engineering systems for water infrastructure, e.g. Pumps, Valves, Pipelines, overhead cranes, HVAC, etc. Oversee installation, testing and commissioning of such components and systems. Prepare mechanical designs and technical specifications. Review, evaluate, edit, and approves engineering designs according to design principles and theory. Ensure adequate standard of technical documentation, reporting and contribute to updating of standards. Coordinate design integration across the engineering disciplines within the Directorate as well as to other Directorates. Optimising design and cost-effectiveness of projects and risk management. Provide support and development of Water and Sanitation Service's Infrastructure. Provide support in contract management and administration. Inspect and/or test infrastructure equipment, systems and installations including preparation of reports of the findings and recommendations. Compile, review and comment on contract documentation proposals and Bids. Communicate and negotiate with contractors, consultants, and clients of the Directorate. Formulate policies and guidelines relative to the Directorate's functions. Provide leadership and direction to the Directorate. Provide assistance to manage financial allocations to projects and programs. Provide guidance and mentorship to candidate engineers and technicians within the Directorate.

**ENQUIRIES**

: Mr. E Manhimanzi Tel No: (012) 336 8621

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

**FOR ATTENTION** : Planning, Recruitment and Selection Unit.

**POST 15/52** : **CONTROL ENGINEERING TECHNOLOGIST GRADE A REF NO: 170524/07**  
Branch: Infrastructure Management: Head Office  
Cd: Infrastructure Development  
Dir: Infrastructure Implementation Planning  
Sub-Dir: External Works

**SALARY CENTRE REQUIREMENTS** : R873 840 per annum, (all-inclusive OSD salary package)  
: Pretoria Head Office  
: A Bachelor of Technology (BTech) in Engineering. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technologist. The disclosure of a valid unexpired driver's license except for persons with disabilities. Experience in providing technological advisory service in evaluating, providing quality assurance of technical designs and drawings with specifications, and making recommendations for approval by the relevant authority. Experience in planning technological and technical support to engineers. Practical experience in mentoring of graduate interns and training. Understanding of ECSA professional mentorship will be an added advantage. Knowledge of contract administration, project management and proven knowledge of technical drawing and design. Understanding of procurement processes in the public sector. Sound financial planning and management. Understanding of the National Water Act, Water Services Act, Environmental legislation, and the Public Finance Management Act. Understanding of the various forms of contract used for infrastructure projects. Understanding of feasibility processes and moving it to project implementation. Ability to communicate, conflict management, contract dispute resolution and negotiation skills. Computer literacy and the ability to use most of the MS Office programmes including MS Projects is highly recommended. Ability to work with design software like Autocad Civil 3d will be an added advantage. Willingness to mentor and guide candidates towards professional registration. Willingness to travel.

**DUTIES** : Provide and manage technological advisory services. Ensure adherence and promotion of health and safety standards in line with statutory requirements. Manage administrative and related functions. Mentorship of Graduate interns and willingness to be a registered mentor with ECSA. Manage and supervise technological and related personnel and assets. Manage administrative and related functions. Monitoring and supervise the evaluation of technological designs and drawings. Technical and financial reporting. Interfacing with relevant Departmental Divisions. Solve broadly defined technological challenges using applications, proven techniques and procedures. Contribute and support the coordination of compilation and structuring of tender documents in line with the CIDB (Best Practice Guideline). Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on engineering related matters. Manage and maintain interpersonal relationships with stakeholders and Implementing Agents.

**ENQUIRIES APPLICATIONS** : Mr. Werner Comrie Tel No: (012) 336 8992  
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit

**POST 15/53** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: 170524/05**  
Branch: Provincial Operations: Eastern Cape Office  
Dir: Support Services

**SALARY CENTRE** : R849 702 per annum (Level 11), (all-inclusive salary package)  
: King Williams Town

- REQUIREMENTS** : A National Diploma or Degree in Human Resource Management or relevant qualification. Three (3) to five(5) years experience in Human Resource Management at an Assistant Director Level. The disclosure of a valid unexpired driver's license. Proven computer literacy skills (MS Word, MS Excel, MS PowerPoint). Knowledge of PERSAL and BAS systems. Knowledge of policy development and implementation. Knowledge of Administration processes. Knowledge of HR prescripts, legislatives, and directives. Knowledge of Financial Management and Public Finance Management Act (PFMA). Understanding of Programme and Project management. Interpersonal skills, problem solving and analytical skills, people, and diversity management. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Knowledge of Occupational Specific Dispensation (OSD).
- DUTIES** : Co-ordinate the establishment, training, and effective functioning of skills development committees (SDC). Conduct skills audits. The facilitation of the review of the HRD strategy. The co-ordination and provision of input for the annual HRD Implementation Plan. To ensure the implementation of the HRD implementation plan. Perform job searches for qualified candidates according to relevant job criteria. Prepare and maintain employment record. To provide screening and referring service to the selection panel. Ensure interviews are arranged and travel arrangements provided for as necessary. Implementation of appointments, promotions, and upgrades. Ensure appointments, promotions, and upgrades are done timeously. Give advice on the implementation of HR Transaction policies and guidelines. Do the conducting of PMDS awareness and Education. To co-ordinate the establishment, training and effective functioning of Skills Development Committee (SDC). The development of a WSP implementation Plan. Implement the employee wellness programmes. Development of programmes to administer HIV/AIDS related diseases. Render awareness programme to all employees. Compile reports on the programmes rendered. Dealing with OSD related matters. Drafting of high-level submissions, memorandums, and letters. Processing of acting allowances.
- ENQUIRIES APPLICATIONS** : Mr. MP Zenzile Tel No: (043) 604 5528  
: Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation Private bag X7485, King Williams Town, 5600 or hand deliver at 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5601.
- FOR ATTENTION** : Mr.MP Zenzile Tel No: (043) 604 5528.
- POST 15/54** : **DEPUTY DIRECTOR: INTERNAL AUDIT GENERAL CONTROLS REVIEW**  
**REF NO: 170524/06**  
Branch: Director-General  
Dir: Information Technology Audits
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive salary package)  
: Pretoria Head Office  
: A Bachelor's degree at (NQF level 7) in Internal Auditing/Auditing/Accounting. Three (3) years relevant experience at Assistant Director level in Internal Audit. Teammate Audit Management System and (4) four years' experience in data analysis will be required. Professional Internal Auditor (PIA), Certified Internal Auditor (CIA), and/or Certified Information Security Auditor (CISA) will be an added advantage. The disclosure of a valid unexpired driver's license. Generic Competencies: Planning and organizing. Coordination. Problem-solving and decision-making. Project management. People management and empowerment. Client orientation and customer focus. Team leadership. Diversity management. Communication (verbal and written). Technical Competencies: In-depth knowledge of Standards for Professional Practice of Internal Auditing (SPPIA) and Code of Ethics. Knowledge of Information systems auditing standards including the Control Objectives for Information and related Technology (COBIT). Knowledge of application and general IT control reviews (security). Knowledge of data analysis, ACL, CAAT's. Knowledge of SDLC, IT security, network communications, client server environment. Ability to perform technical Information system audits. The Public Finance Management Act, Treasury Regulations and Generally Recognised Accounting Practice (GRAP). Effective use of Teammate audit management software. Willingness and ability to travel. Computer Literacy.

**DUTIES** : Manage the General Controls review Audit Sub-Directorate. Develop the risk based 3-year strategic annual Internal Audit coverage plans. Lead the Technology Audit Projects including System Development Reviews, Change Control Management, Database Controls, Contingency Planning/Disaster Recovery Reviews, Operating Systems Reviews, Applications Reviews and General Controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting results and recommendations to management, developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal controls issues. Serving as a department subject matter expert on technology controls and practices and providing audit teams with appropriate input on related audit coverage. Establishing strong relationships with technology business management to stay abreast of business issues and changes to the risk profile of the Department. Staying current on changes in information technology, audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit processes and practices. Coaching, developing, and training audit staff. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) Standards and COBIT methodology. Manage the implementation of the approved audit operational plan. Manage the communication of the audit results and the audit outcomes. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimise duplication of effort. Manage the sub programme human resource through developing, implementation and monitoring the annual staff development, job training and continued professional development.

**ENQUIRIES APPLICATIONS** : Mr. P. Jordaan, Tel No: (012) 336 8854  
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit

**POST 15/55** : **ASSISTANT DIRECTOR: HR APPOINTMENTS REF NO: 170524/08**  
Branch: Corporate Support Services  
Dir: Human Resource Administration

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Pretoria Head Office  
: A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years supervisory experience in Human Resources. The disclosure of a valid unexpired driver's license. Knowledge of policy development and implementation. Extensive knowledge of appointments; transfers, implementation of allowances. Proven knowledge of PERSAL (PERSAL Administration, Leave Administration and Establishment). Extensive knowledge of the OSD dispensations. Computer Literacy skills (MS Word, MS Excel, MS PowerPoint). Understanding of Government legislation. Financial management and knowledge of PFMA. Knowledge of techniques and procedures for the planning and execution of operations. Programme and Project Management. Knowledge of relationship management. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Communication skills both (verbal and written). Accountability and Ethical Conduct. Knowledge of analytical procedures.

**DUTIES** : Processing of appointments for OSD and Non-OSD's, structuring of SMS, MMS and OSD packages on PERSAL. Provide advice and guidance on all salary related matters to employees and line managers. Monitor and evaluate HR compliance by Regions and Cluster offices. Processing of promotions and transfers on PERSAL. Processing of upgrades', grade and accelerated grade progressions for Non-OSD. Registration of System Change Controls (SCC's) when necessary. Ensure approval of all acting allowance submissions. Processing payment of acting allowances to qualifying employees on PERSAL. Respond to queries regarding the payment of acting allowances. Manage payments of pay progressions (PMDS). General Administration of leave. Daily monitoring of E-Leave system to ensure that all leave applications are cleared. Attend to leave audit queries. Approval of HR Transactions on PERSAL. Management and maintenance of HR databases. Management of staff. Ensure



compliance to legislation, policy, prescripts and HR delegations. Participate in policy formulation and development.

**ENQUIRIES APPLICATIONS** : Ms T Sejake Tel No: (012) 336 7470  
 : Pretoria (Head Office): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit.

**POST 15/56** : **ASSISTANT DIRECTOR: HR INFORMATION MANAGEMENT REF NO: 170524/09**  
 Branch: Corporate Support Services  
 Dir: HR Administration  
 Div: HR Information Management

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
 : Pretoria Head Office  
 : A National Diploma or Degree in Human Resources or relevant qualification. Three (3) to five (5) years experience in the field of Human Resources Management, particularly in the field of PERSAL establishment management, PERSAL information and PERSAL control. Three years supervisory experience. The disclosure of a valid unexpired driver's license. Extensive knowledge of public service human resources practices and legislation. Must be able to operate at intermediate or advanced level MS Excel, extensive PERSAL knowledge and experience, sound knowledge of Vulindlela, sound knowledge of the functioning and processes of HR Registry, experience in the management of HR Registry would be advantageous. Excellent verbal and communication skills, computer literacy, must have a valid PERSAL Establishment Administration certificate, Microsoft (MS) Excel Certificate at minimum intermediate level, MS Word certificate.

**DUTIES** : Responsible for the provision and storage of PERSAL information in the form of reports, screenshots and databases. Coding, implementation, maintenance and oversight of the departmental structure on PERSAL. Manage and supervise the activities of the departmental PERSAL Controllers. Conduct quarterly PERSAL audits of the activities of the PERSAL Controllers. Implement changes to the budget structure on PERSAL, i.e. responsibility and objective codes. Assist with the provision of audit reports and responses to audit findings. Assist with the provision of PERSAL system support to all PERSAL Users. Registration of System Change Controls (SCC's) when necessary. Creation and management of a PERSAL training database. Manage and supervise all HR Registry functions, processes and staff. Create, develop and implement a file plan for HR Registry, manage the disposal and archiving of HR records, control internal file movements, assist with the implementation, maintenance and support of an electronic file tracking system.

**ENQUIRIES APPLICATIONS** : Mr I. Govender Tel No: (012) 336 7683  
 : Pretoria (Head Office): Please forward your application quoting the reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit

**POST 15/57** : **ASSISTANT DIRECTOR: ICT SERVICE MANAGEMENT (FINANCIAL MANAGEMENT) REF NO: 170524/10**  
 Branch: Corporate Support Services Dir: Information Services

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
 : Pretoria Head Office  
 : A relevant tertiary qualification in finance at NQF level 7. Three (3) years relevant financial management experience in an information and Communication Technology (ICT) environment at supervisory level. Understanding of Public Financial Management Act (PFMA), Treasury Regulations and guidelines, Public Service anti-corruption strategy and fraud prevention measures. Knowledge of IT Regulations, practice notes, circulars, and policy frameworks. Knowledge of the CobiT framework. Understanding of public sector supply chain management models and processes. Knowledge of contract management. Knowledge of budget processes in the public sector. Principles and practice of financial accounting. Knowledge and understanding

of total cost of ownership (TCO) in ICT, Return on investment (ROI) and business value modelling in ICT. Negotiation and report writing skills. Problem solving, analysis and people & diversity management skills.

**DUTIES** : Develop and implement policies and procedures for ICT demand management, ICT procurement and ICT financial management related costs and investments in line with SITA act and Cobit framework. Administer and co-ordinate the ICT contract management processes. Manage the IT budget through prioritising and budget allocations to align budget to strategy. Manage the ICT financial planning, expenditure monitoring, reporting and user change back system. Managed ICT costs and expenditure to optimize costs in line with Cobit 2019.

**ENQUIRIES APPLICATIONS** : Mr A Kekana, Tel No: (012) 336 8701  
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver at the Continental Building, Corner Visagie, and Bosman, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection Unit

**POST 15/58** : **IT TECHNICIAN REF NO: 170524/11**  
Branch: Provincial Operations: Eastern Cape  
Dir: Corporate Services

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: King William's Town  
: A National Diploma or Degree in Information Technology. Three (3) years experience in IT. The following certifications will be advantageous: Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE), A+ and Network+. The disclosure of a valid unexpired driver's licence. Knowledge of Windows 7; Windows 8; Windows 10; Windows 11; MS Office 2016 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (PERSAL; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Certified copy must be attached) and be willing to travel to various remote sites and offices. Knowledge of the Access to Information Act. Knowledge and experience of information technology development and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge of the PFMA Act and departmental policies and procedures. Competencies: An in-depth knowledge of client-server IT environments. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Ms Excel and MS PowerPoint). Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms.

**DUTIES** : Manage calls logged on the call management system. Provision of end-user support with regard to hardware; software and network connectivity. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripherals on their stations including driver installation. Provision of necessary training in the operational use of equipment. Ensure that all IT policies, norms, and standards are enforced. Rolling out of new software on computer equipment as prescribed by the office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regard to hardware and software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use of or replacement of equipment/software. Investigate equipment/software capabilities. Decommissioning of hardware and software. Receive equipment that is to be removed from the system. In the case of equipment with memory capabilities, ensure all data is permanently removed from devices. Executing client installations of Transversal systems (PERSAL, SAP, BAS, LOGIS) and ensuring software connectivity. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance, and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up to date. Initiate and coordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine backups for all the available servers. Knowledge of DWS Asset and Supply Chain Management will be an added advantage. Compile monthly performance reports. The appointees will be

expected to perform overtime and standby duties when necessary as well as assist the Regional ITC Officer with all IT-related tasks.

**ENQUIRIES APPLICATIONS** : Mr. B Bharat Tel No: (043) 604 5440  
: Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5601.

**FOR ATTENTION** : Mr. MK Noah Tel No: (043) 604 5323

**POST 15/59** : **ASSISTANT DIRECTOR: DEBT COLLECTION REF NO: 170524/12 (X2 POSTS)**  
Branch: Finance WTE  
Dir: Debt Management

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Pretoria Head Office  
: A relevant tertiary qualification in Financial Management at NQF level 7. Three (3) years relevant supervisory experience in Finance. The disclosure of a valid unexpired driver's license. Knowledge and understanding of Human Resource Management legislation, policies, practices, and procedures. Public Finance Management Act (PFMA), Treasury Regulations and guidelines. Public Service Anti-Corruption Strategy and Anti-Corruption and fraud prevention measures. Knowledge of equal opportunities and affirmative action guidelines and laws. Knowledge of administrative and clerical procedures and systems. Departmental policies and procedures. Practical experience in governmental financial systems: SAP and PERSAL. Principles and practices of financial accounting. Framework for managing performance information. Behavioural competencies: people and diversity management, client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct.

**DUTIES** : Identify on monthly basis any debts outstanding for a period of 90 for full debt management processes to be carried over before handing over to legal or Service providers. Handle legal matters received from Clusters for collection by legal Facilitate and provide information as may be required by the Service Provider to resolve queries' response as per turnaround time. Monitor the performance of the appointed Service Providers in terms of the recovery of the debt over the contract period. Evaluate/screen the cases handed over and identify the account queries. Payment of all undisputed invoices within 30 (thirty) days of receipt and approval of an invoice. Ensure that monthly and quarterly reports as well as a copy of the quarterly report are sent to the Customer as well as management for progress reporting. Ensure that the payment report is given to PSP's as per the participation agreement. Attend to and monitor any debt management related queries from PSP's. Keep detailed records of all communication with debtors, including phone calls, emails, and letters. Record all AOD signed by the PSP and monitor repayments adhered to as per the signed AOD. Meet collection targets set by the department, such as monthly quotas or recovery rates. Generate and provide reports on collection activities, including accounts worked, payments collected, and outstanding balances. Negotiate payment plans or settlements with debtors to resolve outstanding debts. Verify all submissions from clusters for correctness and completeness and send to Deputy Director for recommendations. Manage commission claim for Service Providers as well as write offs Withdrawal of fully settled repayments from Service Providers. Staff management and training. Attend meetings as and when required. Supervisor staff and sign their performance agreements and assessments. Assist the Deputy Director in the effective execution of his/her responsibilities. Assist with financial year-end procedures and compiling of audit file. Attend to audit queries and formulating of responses.

**ENQUIRIES APPLICATIONS** : Ms. MA Mbhele Tel No: (012) 336 7025  
: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment and Selection unit

**POST 15/60** : **SENIOR SUPPLY CHAIN PRACTITIONER ASSET MANAGEMENT REF NO: 170524/13**  
Branch: Provincial Operations: North-West

**SALARY** : R376 413 per annum (level 08)  
**CENTRE** : Mmabatho Provincial Office  
**REQUIREMENTS** : A National Diploma or Degree in Supply Chain Management/purchasing/logistics or relevant qualification. Three (3) to five (5) years' experience in SCM administration environment. Knowledge of procurement administration environment. Knowledge of financial legislation. Knowledge of BAS, SAP, LOGIS and GAAP. Understanding of Social and Economic development issues. Problem solving and Analysis. People and Diversity Management. Client Orientation and Customer Focus. Good communication skills both (verbal and writing). Accountability and Ethical Conduct.

**DUTIES** : Render demand and acquisition support. Provide effective provisioning of logistical support services. Coordinate receiving activities. Reconcile BAS and LOGIS. Manage finance lease Assets. Coordinate Verification of assets. Update the Asset register. Provide inputs for compilation of AFS. Manage Disposal and loss of Assets. Perform secretariat duties for loss and disposal committees.

**ENQUIRIES** : Mr B Mashigo Tel No: (018) 387 9569  
**APPLICATIONS** : North-West (Mmabatho): Please forward your application quoting the relevant reference number to the Provincial Head: Northwest, Department of Water and Sanitation, Private Bag X5 Mmabatho 2735 or hand deliver at Mega City Shopping Centre, Corner. Dr. James Moroka Drive and Sekame Road, Unit99 Ground Floor.

**FOR ATTENTION** : Mr MJ Ntwe

**POST 15/61** : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 170524/14**  
Branch: Corporate Support Services  
Dir: Employee Health and Wellness

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma (NQF level 6) qualification in Social Work / Psychology. One (1) to (3) three years' experience in Employee Health and Wellness environment. The disclosure of a valid unexpired driver's license. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power Point, Microsoft Outlook, and Internet. Knowledge and experience in employee health and wellness program. Knowledge and understanding of wellness policy implementation, monitoring, and evaluation principles. Knowledge of program coordination, facilitation, and implementation. Uphold the principle of sense of confidentiality. Problem solving and analysis. Creativity, cultural awareness, and initiative skills. Excellent communication skills both (verbal and written). Willingness and ability to travel.

**DUTIES** : Implement wellness programs, policies, and strategies. Align employee health and wellness programs with the business plan. Marketing of EHWP services. Initiate the monitoring and evaluation of wellness programs and employee wellness programs. Create and maintain database of wellness programs. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagement.

**ENQUIRIES** : Ms A Moabelo, Tel No: (012) 336 7787  
**APPLICATIONS** : Pretoria (Head Office): Pleas forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001.

**FOR ATTENTION** : Planning, Recruitment and Selection unit  
**NOTE** : Preference will be given to African females and people living with disabilities.

**POST 15/62** : **SENIOR INTERNAL AUDIT REF NO: 170524/15**  
Branch: Director-General  
Dir: Forensic Investigations

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A National Diploma or Degree in Accounting / Auditing. Two (2) to (4) four years' experience in internal auditing / forensic audit / investigation. Candidates must have/clearly demonstrate relevant experience and duration in conducting forensic audit/investigations in their CV. Knowledge of principles and practices of financial accounting. The disclosure of a valid unexpired driver's license. Completion of or studying towards a post graduate qualification in Auditing or Forensic Auditing/CFE/CFP will serve as an added advantage.

**DUTIES** : Conduct investigations into allegations of fraud and corruption within the prescribed time frames. Performing the planning, execution, and reporting phases of assigned forensic investigations in accordance with ACFE standards. Compile preliminary and detailed forensic reports in line with the approved forensic methodology and quality assurance standards. Gather documentation and maintain/compile a comprehensive record of completed investigations and other evidence. Conduct investigative interviews. Prepare monthly reports on the status of assigned investigations. Participate in fraud awareness and ethics promotion programmes within the Department. Testifying in disciplinary, criminal, and civil proceedings as and when required on behalf of the Department. Conduct monthly follow-ups on implementation of recommendations. Contribute to the overall Departmental Fraud Prevention/Anti- Corruption Strategy. Provide secretariat services during investigations and administrative support to the Directorate. Complete weekly/monthly time sheets. Supervise Interns. Communicate with stakeholders and other law enforcement agencies on the reported cases.

**ENQUIRIES** : Ms SR Toto Tel No: (012) 336 8228  
**APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment and Selection unit

**POST 15/63** : **ENGINEERING TECHNICIAN PRODUCTION GRADE A-C REF NO: 170524/16 (X2 POSTS)**  
Branch: Provincial Operations: Eastern Cape  
Dir: Water Services Support

**SALARY** : R371 253 – R556 080 per annum, (OSD), (Offer will be based on proven years of experience)  
**CENTRE** : King William's Town  
**REQUIREMENTS** : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical engineering experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. The disclosure of a valid unexpired driver's licence. Knowledge of programme and project management, technical design, and analysis knowledge. Understanding of research development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Problem Solving and analysis. Decision making, teamwork, Creativity, customer focus and responsiveness. Excellent communication skills both (verbal and written). Computer literacy skills, People, and change management. Planning and organizing.

**DUTIES** : Render technical services. Assist Engineers, Technologists and associates in field, workshop, and technical office activities. Promote safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings, and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Engineers and Technologists assisted with technical activities. New technology incorporated into technical manuals, standard drawings and approved technical designs. Perform administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement, and maintain databases. Supervise and control technical, related personnel, assets, and

approved budget. Technical/Engineering Operational Plan inputs consolidated. Databases developed, implemented, and maintained. Supervised personnel and asset. Research and development. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering related matters. Professional development. Improved technical expertise.

**ENQUIRIES** : Ms. A Sizani Tel No: (043) 604 5404  
**APPLICATIONS** : Eastern Cape (King William's Town): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X 7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600.

**FOR ATTENTION** : Mr. MK Noah Tel No: (043) 604 5323

**POST 15/64** : **CHIEF ASSISTANT TECHNICAL OFFICER (SCIENTIFIC SUPPORT) REF NO: 170524/17**

Branch: Provincial Operations: Eastern Cape  
Dir: Water Resources Support

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : East London

**REQUIREMENTS** : A Senior / Grade 12 certificate with Mathematics / Mathematics Literacy. Six (6) to (10) ten years' experience in surface or groundwater technical environment in collecting and processing of water related data. Computer Literacy. The disclosure of a valid unexpired Driver's License. Knowledge of data administration. Knowledge of hydrological or geo-hydrological processes and systems. Knowledge in handling laboratory and monitoring equipment. High level knowledge in surface and groundwater data processing. Knowledge of Occupational Health and Safety (OHS). Good communication skills both (verbal and written). Good interpersonal relations. Good organizing skills. Technical report writing skills. Understanding of relevant software systems.

**DUTIES** : Process, supply and disseminate water data to system. Ensure that data and field forms for surface and groundwater are received, registered, and processed within set time frames. Edit and process water related data. Ensure that processed data is archived according to departmental standards. Evaluate and quality assure the water data on relevant databases. Process and disseminate surface water data to stakeholders. Quality control of hydrological time series data. Ensure that processed data is archived according to departmental standards and is available on the national archive. Ensure that the quality auditing processes are adequate. Adapt the quality auditing processes where necessary. Water related data audited and relevant data owners are informed of findings. Maintain improved data on relevant databases. Verify the data extracted from relevant systems. Present the findings to the custodian of the data if corrections are needed or apply the necessary corrections before data dissemination. Ensure that correct data is extracted before it is disseminated. Data disseminated to all (internal and external) stakeholders. Check monthly Returns from ATO's and archive. Monitor real time system operation. Compile and distribute Realtime site updates report. Ensure that Realtime sites issues are addressed. Identify and updates maintenance of surface water gauging sites on Hydstra. Assist with performance of surveys, calibration & Stream flow gauging activities. Ensure that the data is electronically uploaded upon the successful application of quality auditing processes. Support technicians and Scientist in the execution of their tasks including quality control. Scan inspection reports and file them under Hydstra or K/drive and file cabinets. Provide technical support with regards to the requested technical activities. Ensure that recommendations from field visits are reported to supervisor. Convert binary (raw logger) data to text data in preparation for import to relevant systems Water related data / information maintained. Provide on-job training in the field of expertise. Provide inputs for the training materials in data processing. Data collectors assisted and guided in their data collections processes. Provide monthly feedback on the training interventions and its successes of failures. Attend planned meetings and others as per invitation and availability. Provide inputs to the Monthly reports and any other report/s requested. Prepare submissions, leaves, claims, travel plan and sign register.

**ENQUIRIES** : Mrs. V. Puye-Ndzamela Tel No: (048) 801 1303

**APPLICATIONS** : Eastern Cape (East London): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private bag X7485, King Williams Town, 5600 or hand deliver at the 2 Hargreaves Avenue, Old SABC Building, King William's Town, 5600.

**FOR ATTENTION** : Mr MK Noah Tel No: (043) 604 5323

**POST 15/65** : **FINANCE CLERK REF NO: 170524/18**  
Branch: Finance: WTE  
Dir: Financial Accounting  
Sd: General Ledger

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : A Senior / Grade 12 certificate with Accounting as a passed subject. Basic knowledge of financial management practices as well as the ability to capture data, operate computer and collate financial statistics. Computer literacy. Basic knowledge and insight of the Public Service Financial legislations, procedures, and Treasury regulations, (PFMA, DORA, PSR, PPPFA, Financial manual). Knowledge of SAP or any other finance related operating system. Basic knowledge of Microsoft office products (Excel, Word and PowerPoint). Knowledge management. Ability to work under pressure. Willingness to travel as and when required. Knowledge of general administration within the public services. Good interpersonal relations. Good communication skills both (verbal and written).

**DUTIES** : Check and capture transactions on SAP. Check and capture Sundry Payments, receipts, and journals on SAP. Monitor and clear suspense accounts. Assist with Reserve and Commercial banks reconciliations. Collecting and filing of banks statements. Assist with Audit information requests and responses. Ensure that all filling is complete. Responsible for cashier's office. Rectify misallocations.

**ENQUIRIES** : Mr. G Ledwaba Tel No: (012) 336 7158  
**APPLICATIONS** : Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria.

**FOR ATTENTION** : Planning, Recruitment and Selection unit

## THE PRESIDENCY

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference.*

- APPLICATIONS** : The Presidency, Private Bag X1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings, Pretoria or by email: [applications@presidency.gov.za](mailto:applications@presidency.gov.za)
- FOR ATTENTION** : Ms N Mshengu
- CLOSING DATE** : 17 May 2024
- NOTE** : Applications must include only Two (2) documents. A completed and signed new Z83 Form, obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, to Human Resources on or before the day of the interview. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Please ensure that you submit your application before the closing date as no late applications will be considered. Due to the large number of applications we envisage to receive, correspondence will be limited to successful candidates only, applications will however be acknowledged by auto response. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to Personnel Suitability Checks, which may include social media profiles of the shortlisted candidates and pre-employment screening to determine the suitability of a person for employment. 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 required to enter into the SMS employment contract and a performance agreement. The successful candidate will be subjected to reference checks and a security clearance up to the level of "Top Secret". The requirements for appointment at Senior Management Service (SMS) level will be the completion of the Senior Management Pre-entry programme as endorsed by the National School of Government (NSG). Shortlisted candidates should therefore provide proof (prior to the interviews) that they have registered for the SMS Pre-Entry programme, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted SMS 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, be required 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. Failure to submit the requested documents will result in your application not being considered. In addition, the successful candidate will have to disclose their financial interests.



## **MANAGEMENT ECHELON**

<b><u>POST 15/66</u></b>	:	<b><u>CHIEF FINANCIAL OFFICER REF NO: CFO/PRES/2024</u></b>
<b><u>SALARY</u></b>	:	R1 371 558 per annum (Level 14), all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Degree/ or equivalent (NQF level 7) in Accounting, finance, financial management as well as a Minimum of 5 years' SMS experience. Postgraduate qualification in Bachelor of Accounting Science, Bcompt Honours, Bcom Accounting Honours will be an added advantage. Registration as a Chartered Accountant will serve as an added advantage. It is expected of the successful candidate to have advanced communication skills, both oral and writing. Client orientation and customer focus, honesty and integrity, service delivery innovation, willingness to work extended hours, when necessary, problem solving and analysis, knowledge management, negotiation skills and analytical skills are a prerequisite, as is financial management and management accounting, strategic capability leadership, business planning and design, program and project management, people management and empowerment, performance measurement, change management and stakeholder management. good understanding of government policies, programmes, strategies, projects and plans, Constitution, Public Service Act, Public Service Regulatory Framework, Public Finance Management Act, Medium Term Expenditure Framework and Budget process, Division of Revenue Act, Income Tax Act, Supply Chain Management, Treasury Regulations and associated practice notes, financial accounting (including principles of GAAP/GRAP), management accounting, cost accounting, internal control, internal and external audit, information systems, Government systems, strategic understanding and knowledge of the application of the constitutional values and principles, good knowledge and ability to use appropriate research methodologies, monitoring and evaluation methods, tools and techniques, knowledge of assessment and reviews techniques.
<b><u>DUTIES</u></b>	:	The Chief Financial Officer's core functions are to assist the Accounting Officer to carry out his or her financial management responsibilities, in areas ranging from budget preparation to financial reporting and the development and maintenance of internal control policies and procedure. He/she will: make a contribution to the financial aspects of the strategic planning process, ensure that internal financial targets and budgets are fully consistent with the strategic plan and relevant agreements with government, manage working capital, assets and liabilities, internal control, accounting and finance, expenditure and revenue management, exercise effective budgetary control; which requires monitory systems that warn of impending overspending of a vote or main division of any impending under collection of revenue or shortfall in budgeted revenue, meet reporting requirements as required in terms of financial management legislation such as PFMA, Treasury Regulations and DoRA, submit all reports, returns, notices and other information as required by the executive authority, Legislature, the relevant treasury, Auditor-General and internal audit, manage the departmental budget in accordance with departmental strategy and relevant prescripts, co-ordinate and ensure effective and efficient performance of the Financial Management and Supply Chain Management function in all components of the Department, develop and maintain measures to prevent fraud and mal-administration, ensure strict adherence to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000), oversee the preparation and analysis of the Annual Financial Statements for the Department, strategically engage with auditors and provide appropriate and timely responses to audit queries
<b><u>ENQUIRIES</u></b>	:	Ms Nonhlanhla Mshengu Tel No: (012) 300 5895
<b><u>NOTE</u></b>	:	Email applications must on the subject line state ONLY the Reference number: CFO/PRES/2024 (with no spaces)

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded to Mrs S Hlekiso, Private Bag X02, Bloemfontein, 9301 or delivered by Hand to Mrs S Hlekiso in Room 228, 2 <sup>nd</sup> Floor, Admin Building, Glen. Email: vanderbergt@dard.gov.za
<b><u>CLOSING DATE</u></b>	:	24 May 2024
<b><u>NOTE</u></b>	:	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 DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge and experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, driver's license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one post must submit a separate application form per each Centre (Town) as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as delayed below, should not have previously served as an intern or contract worker in the Public Service and must not be older than 35 years. Women and people with disabilities are encouraged to apply. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. Agricultural graduates from the Free State Province will be considered and preference will be given to Unemployed Agricultural Graduates. Please indicate in 200 words (approximately 14 lines) on your CV, why you believe you are the right candidate for this entrepreneurial development programme.

**INTERNSHIP PROGRAMME 2024/2026  
TWENTY-FOUR (24) MONTHS**

*Free State Department of Agriculture and Rural Development invites unemployed graduates, who wish to apply for the 24 (twenty-four) months internship programme for the years 2024-2026. Eligible candidates must have completed at least a three (3) year formal qualification from a recognised institution of Higher Learning in the following fields of study.*

**OTHER POSTS**

<b><u>POST 15/67</u></b>	:	<b><u>INTERNSHIP PROGRAMME 2024 REF NO: FSDARD/1/04/24 (X1 POST)</u></b>
<b><u>STIPEND</u></b>	:	R87 000 per annum (The 1 <sup>st</sup> year and will be adjusted to R91 350 on the 2 <sup>nd</sup> year with a 5% cost of living increase)
<b><u>CENTRE</u></b>	:	Free State (Koppies Enterprise: Buds of May – Mix Farming))
<b><u>REQUIREMENTS</u></b>	:	Diploma: Agricultural Management
<b><u>ENQUIRIES</u></b>	:	Mr T.D. Molo at 066 025 2014
<b><u>POST 15/68</u></b>	:	<b><u>INTERNSHIP PROGRAMME REF NO: FSDARD/2/04/24 (X2 POSTS)</u></b>
<b><u>STIPEND</u></b>	:	R87 000 per annum (The 1 <sup>st</sup> year and will be adjusted to R91 350 on the 2 <sup>nd</sup> year with a 5% cost of living increase)
<b><u>CENTRE</u></b>	:	Free State (Koppies Enterprise: Koppies Greenhouse Primary Cooperative – Crop Production)
<b><u>REQUIREMENTS</u></b>	:	Diploma: Plant Production
<b><u>ENQUIRIES</u></b>	:	Mr T.D. Molo at 066 025 2014

- POST 15/69** : **INTERNSHIP PROGRAMME REF NO: FSDARD/3/04/24 (X1 POST)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Tweeling Enterprise: Bovenuit Farm – Livestock and Crops)  
: Diploma: Plant and Animal Production  
: Mr T.D. Molo at 066 025 2014
- POST 15/70** : **INTERNSHIP PROGRAMME REF NO: FSDARD/4/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Koppies Enterprise: Water Valley Farm – Livestock)  
: Diploma: Animal Production  
: Mr T.D. Molo at 066 025 2014
- POST 15/71** : **INTERNSHIP PROGRAMME REF NO: FSDARD/5/04/24 (X16 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Kroonstad/Edenville Enterprise: Sernick Group – Beef; Horticulture)  
: Diploma: Animal Health / Production / Agricultural Management / Horticulture  
: Mr T.D. Molo at 066 025 2014
- POST 15/72** : **INTERNSHIP PROGRAMME REF NO: FSDARD/6/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Ladybrand Enterprise: Mantsopa Mothers' Cooperative – Vegetable Production)  
: Diploma: Plant Production.  
: Ms B. Seepamore at 060 983 8193
- POST 15/73** : **INTERNSHIP PROGRAMME REF NO: FSDARD/7/04/24 (X3 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Qwa Qwa Enterprise: Seotlong Agric & Hotel School: Livestock & Vegetables)  
: Diploma: Animal Production and Plant Production.  
: Ms B. Seepamore at 060 983 8193
- POST 15/74** : **INTERNSHIP PROGRAMME REF NO: FSDARD/8/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Tweespruit Enterprise: Unicom High School – Livestock & Vegetables)  
: Diploma: Animal Production and Plant Production.  
: Ms B. Seepamore at 060 983 8193
- POST 15/75** : **INTERNSHIP PROGRAMME REF NO: FSDARD/9/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Paul Roux Enterprise: Maseko Feedlot – Livestock farming)  
: Diploma: Animal Production and Plant Production  
: Ms B. Seepamore Tel No: 060 983 8193
- POST 15/76** : **INTERNSHIP PROGRAMME REF NO: FSDARD/10/04/24 (2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE REQUIREMENTS ENQUIRIES** : Free State (Harrismith Enterprise: Danielsrus Farm – Mix farming)  
: Diploma: Animal Production.  
: Ms B. Seepamore at 060 983 8193

**POST 15/77** : **INTERNSHIP PROGRAMME REF NO: FSDARD/11/04/24 (X3 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Tweespruit Enterprise: Dawn Farm – Mix farming)  
: Diploma: Animal Production and Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/78** : **INTERNSHIP PROGRAMME REF NO: FSDARD/12/04/24 (X4 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Reitz and Bethlehem Enterprise: VKB – Animal Feeds production)  
: Diploma: Animal Production and Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/79** : **INTERNSHIP PROGRAMME REF NO: FSDARD/13/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Harrismith Enterprise: VKB – Mix farming)  
: Diploma: Animal Production and Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/80** : **INTERNSHIP PROGRAMME REF NO: FSDARD/14/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Senekal Enterprise: VKB – Mix farming)  
: Diploma: Animal Production and Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/81** : **INTERNSHIP PROGRAMME REF NO: FSDARD/15/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Harrismith Enterprise: Lephatsoe farming – Mix farming)  
: Diploma: Animal Production and Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/82** : **INTERNSHIP PROGRAMME REF NO: FSDARD/16/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Senekal Enterprise: Coventry Farm – Mix farming)  
: Diploma: Animal Production / Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/83** : **INTERNSHIP PROGRAMME REF NO: FSDARD/17/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Tweespruit Enterprise: Worsall Farm – Mix farming)  
: Diploma: Animal Production / Plant Production  
: Ms B. Seepamore at 060 983 8193

**POST 15/84** : **INTERNSHIP PROGRAMME REF NO: FSDARD/18/04/24 (X6 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Bethlehem Enterprise: Letlotlo Farming – Piggery; Beef; Sheep)  
: Diploma: Animal Production / Plant Production  
: Ms B. Seepamore at 060 983 8193

- POST 15/85** : **INTERNSHIP PROGRAMME REF NO: FSDARD/19/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Botshabelo Enterprise: Modulaqhowa Primary Cooperative - Nursery)
- REQUIREMENTS** : Diploma: Plant Production.
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/86** : **INTERNSHIP PROGRAMME REF NO: FSDARD/20/04/24 (X4 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Bloemfontein Enterprise: Santam (Bainsvlei) – Crop Insurance)
- REQUIREMENTS** : Diploma / B Agric / M Degree: Plant Production / Agronomy
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/87** : **INTERNSHIP PROGRAMME REF NO: FSDARD/21/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Bloemfontein Enterprise: Greenfingers - Vegetables)
- REQUIREMENTS** : Diploma / Degree: Agronomy / Plant Production
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/88** : **INTERNSHIP PROGRAMME REF NO: FSDARD/22/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Botshabelo Enterprise: Lesika Agricultural Coop - Vegetables)
- REQUIREMENTS** : Diploma: Plant Production
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/89** : **INTERNSHIP PROGRAMME REF NO: FSDARD/23/04/24 (X1 POST)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Botshabelo Enterprise: Raphael's Fresh Produce - Vegetables)
- REQUIREMENTS** : National Diploma: Plant Production
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/90** : **INTERNSHIP PROGRAMME REF NO: FSDARD/24/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Thaba Nchu Enterprise: Khumo Flat Farm – Crops; Beef; Horticulture)
- REQUIREMENTS** : Diploma: Plant Production and Animal Production
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/91** : **INTERNSHIP PROGRAMME REF NO: FSDARD/25/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Bloemfontein Enterprise: Motheo TVET Plot 32 Piggery; Poultry; Vegetables)
- REQUIREMENTS** : Diploma: Plant Production and Animal Production
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893
- POST 15/92** : **INTERNSHIP PROGRAMME REF NO: FSDARD/26/04/24 (X2 POSTS)**
- STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)
- CENTRE** : Free State (Wepener / Hobhouse Enterprise: Kareefontein – Mix farming)
- REQUIREMENTS** : Diploma / B Sc / B Agric: Plant Production and Animal Production
- ENQUIRIES** : Mr T.C Buthelezi at 066 025 1893

**POST 15/93** : **INTERNSHIP PROGRAMME REF NO: FSDARD/27/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Wepener Enterprise Micah Farm – Mix farming)  
: Diploma / B Sc / B Agric: Plant Production and Animal Production  
: Mr T.C Buthelezi at 066 025 1893

**POST 15/94** : **INTERNSHIP PROGRAMME REF NO: FSDARD/28/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Thaba Nchu Enterprise: Woodbridge – Vegetables & Pastures)  
: Diploma / B Sc / B Agric: Plant Production and Animal Production  
: Mr T.C Buthelezi at 066 025 1893

**POST 15/95** : **INTERNSHIP PROGRAMME REF NO: FSDARD/29/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Bloemfontein Enterprise: Tala Growers – Hemp/Cannabis/Vegetables)  
: Diploma: Plant Production  
: Mr T.C Buthelezi at 066 025 1893

**POST 15/96** : **INTERNSHIP PROGRAMME REF NO: FSDARD/30/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Botshabelo Enterprise: Mollelwa Primary Coop - Vegerables)  
: Diploma: Plant Production  
: Mr T.C Buthelezi at 066 025 1893

**POST 15/97** : **INTERNSHIP PROGRAMME REF NO: FSDARD/31/04/24 (X4 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Vanstadensrus Enterprise: Bultfontein Farm – Livestock; Fodder production)  
: Diploma: Mixed Farming  
: Mr T.C Buthelezi at 066 025 1893

**POST 15/98** : **INTERNSHIP PROGRAMME REF NO: FSDARD/32/04/24 (2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Wesselsbron Enterprise: Braakpoort Farm – Beef & Grains)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki Tel No: 066 025 2018

**POST 15/99** : **INTERNSHIP PROGRAMME REF NO: FSDARD/33/04/24 (X4 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Boshof Enterprise: New Dawn Farming Trust – Cattle; Sheep; Poultry; Piggery)  
: Diploma: Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/100** : **INTERNSHIP PROGRAMME REF NO: FSDARD/34/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Bultfontein Enterprise: Hoerop Farm – Beef Production)  
: Diploma: Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/101** : **INTERNSHIP PROGRAMME REF NO: FSDARD/35/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Welkom Enterprise: Melani Farm – Cash Crops)  
: Diploma: Plant Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/102** : **INTERNSHIP PROGRAMME REF NO: FSDARD/36/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Welkom Enterprise: Kafu Project – Broilers and Vegetables)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/103** : **INTERNSHIP PROGRAMME REF NO: FSDARD/37/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Virginia Enterprise: Olivine Farm – Crop Farming Beef & Grins)  
: Diploma: Crop / Plant Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/104** : **INTERNSHIP PROGRAMME REF NO: FSDARD/38/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Hertzogville Enterprise: Sheerpan Farm – Livestock (Beef))  
: Diploma: Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/105** : **INTERNSHIP PROGRAMME REF NO: FSDARD/39/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Wesselsbron Enterprise: Rotenburg Farm – Grains & Vegetables)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/106** : **INTERNSHIP PROGRAMME REF NO: FSDARD/40/04/24 (X4 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Bothaville Enterprise: NAMPO Combined Agricultural School – Beef & Vegetables)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/107** : **INTERNSHIP PROGRAMME REF NO: FSDARD/41/04/24 (X3 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Odendaalsrus Enterprise: DEE-Y-Trading / Dairy – Dairy; Maize)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/108** : **INTERNSHIP PROGRAMME REF NO: FSDARD/42/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Theunissen Enterprise: Nelspan Farm – Grains)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/109** : **INTERNSHIP PROGRAMME REF NO: FSDARD/43/04/24 (X4 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Boshof Enterprise: Olyvenfontein – Beef & Grains & Vegetables)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/110** : **INTERNSHIP PROGRAMME REF NO: FSDARD/44/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Odendaalsrus Enterprise: Pleizer Farm – Beef & Grains)  
: Diploma: Plant Production and Animal Production  
: Ms M.L Moseki at 066 025 2018

**POST 15/111** : **INTERNSHIP PROGRAMME REF NO: FSDARD/45/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Hertzogville Enterprise: Honeybedger Factory – Agro-processing)  
: Diploma: Plant Production / Agro-processing.  
: Ms M.L Moseki at 066 025 2018

**POST 15/112** : **INTERNSHIP PROGRAMME REF NO: FSDARD/46/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Reddersburg Enterprise: Potgieter Agricultural School – Mix farming)  
: Diploma: Plant Production and Animal Production  
: Ms M.A Diocotlhe at 066 025 2609

**POST 15/113** : **INTERNSHIP PROGRAMME REF NO: FSDARD/47/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Zastron Enterprise: Papenfus – Livestock)  
: Diploma: Animal Production  
: Ms M.A Diocotlhe at 066 025 2609

**POST 15/114** : **INTERNSHIP PROGRAMME REF NO: FSDARD/48/04/24 (X2 POSTS)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Phillipolis Enterprise: Dyani Farming)  
: Diploma: Animal Production  
: Ms M.A Diocotlhe at 066 025 2609

**POST 15/115** : **INTERNSHIP PROGRAMME REF NO: FSDARD/49/04/24 (X1 POST)**

**STIPEND** : R87 000 per annum (The 1<sup>st</sup> year and will be adjusted to R91 350 on the 2<sup>nd</sup> year with a 5% cost of living increase)

**CENTRE REQUIREMENTS ENQUIRIES** : Free State (Jacobsdal Enterprise: Botebo Farm – Vineyard farming (Viticulture & Ecology)  
: Diploma: Plant Production  
: Ms M.A Diocotlhe at 066 025 2609



**PROVINCIAL ADMINISTRATION: GAUTENG  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications should be sent through [RecruitmentHOD.Premier@gauteng.gov.za](mailto:RecruitmentHOD.Premier@gauteng.gov.za) quoting the relevant reference number to Human Resources Administration. No late applications will be considered.
- CLOSING DATE** : 17 May 2024
- NOTE** : Applicants should please note the following: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection committee will recommend candidates to attend a generic managerial competency assessment. 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 employment contract with the Premier of Gauteng and conclude an annual performance agreement with the Member of the Executive Council within three (3) months upon commencement of duty. The successful candidate will be appointed on 12 calendar months probation. The appointment of the successful candidate is subject to the issuing of a positive security clearance at the level of Top Secret by the State Security Agency. 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). NB. Requirement for all senior management positions: Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. 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 prior to appointment. Qualifying applicants should submit their applications on the New Application Form (Z83), found on [www.dpsa.gov.za](http://www.dpsa.gov.za), Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The Z83 should be accompanied by a comprehensive CV (with detailed current and previous work experience including dates). The communication from the HR of the Department regarding the requirements of the certified qualifications, ID, Drivers licence etc. will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. The Gauteng Office of the Premier reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

**MANAGEMENT ECHELON**

- POST 15/116** : **HEAD OF DEPARTMENT (HOD): DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT REF NO: HOD/GDARD/2024**  
(3-year performance-based contract, renewable for a further period of 2 years, dependent on performance)
- SALARY** : R2 158 533 – R428 830 per annum, (all-inclusive remuneration package), plus a 10% non-pensionable allowance applicable to Heads of Department.
- CENTRE** : Johannesburg

**REQUIREMENTS**

: An appropriate undergraduate qualification (NQF level 7) and post graduate qualification (NQF level 8). A relevant qualification in Agricultural Science; Economics; Environmental studies; Veterinary Services, Rural Development will be added advantage. 8 to 10 years' experience at Senior Managerial level of which 5 years must be at SMS level in the Public Service. Key competencies: Proven ability to operationalize and ensure compliance with legislation and policy development at national, provincial and local level. Demonstrable experience in management at an executive level, with a multi-billion-rand budget as well as a good understanding of and competency in Financial Management Systems including cost containment, budgeting, expenditure control, revenue collection and revenue generation. Knowledge and understanding of government priorities. Insight into Government's Outcomes Based Approach, including performance monitoring and evaluation. Strategic leadership change management and project management. Capabilities should include service delivery innovation, exceptional reporting skills as well as the ability to communicate eloquently, compliance with the Public Finance Management Act (PFMA) and financial regulatory frameworks underpinning good governance in South Africa. Excellent co-ordination, communication, networking, negotiation, corporate governance, and multi-tasking skills. Ability to work under pressure and willingness to work long and irregular hours and travel extensively.

**DUTIES**

: Providing strategic leadership and driving the strategic planning and implementation processes of the Department; Complying with the Public Finance Management Act, Treasury Regulations and Human Resource Management framework of the Public Service, Managing the performance and service delivery of the Department, Implementing appropriate policies, strategies, structures, systems and processes to deliver on mandates, Making contribution to the broader strategic environment of Gauteng, Ensuring that the highest standard of corporate governance and ethics are upheld, Driving the implementation of the Growing Gauteng Together GGT 2030 Plan of Action and work closely with the Gauteng City Region (GCR) Executives, Accounting Officers, Oversight committees, stakeholders and business on implementing the Premier's vision of a 'smart province. Over-seeing the development, implementation and monitoring of Departmental programmes and projects; structures, systems and processes to deliver on mandates and contributing to the broader strategic environment of Gauteng. Specific focus areas include the following: The successful incumbent will be directly accountable to the Member of the Executive Council for the realisation of Government priorities and Intergovernmental Programme of Action. Ensuring operational efficiencies and strategic outputs of the Department, agencies or special units associated with the Department. Oversee the development, implementation and monitoring of Departmental programmes and projects, structures, systems and processes to deliver on mandates and make a contribution to the broader strategic environment of Gauteng. He/she must further ensure that the Gauteng Department of Agriculture and Rural Development radically modernise and transform agri-food value chain, ensure sustainable environment and development of urban and rural communities by ensuring sustainable environment management; providing access to and inclusive participation in commercial agri-food value chain and agro-processing; promoting food security; promoting/contributing/stimulating integrated rural and urban development; and promoting the One Health System.

**ENQUIRIES**

: Ms Pange Radebe: Tel No: (011) 298 5632/066 315 6970

**DEPARTMENT OF ROADS AND TRANSPORT**

**APPLICATIONS**

: To apply for the below positions, please apply online at <http://jobs.gauteng.gov.za> Only online considered and for general enquiries please contact Human Resource on 083 324 0044/ 083 79 24851.

**CLOSING DATE**

: 17 May 2024

**NOTE**

: It is a requirement of this position for a candidate to produce a pre-entry certificate issued by the National School of Government prior to appointment. Candidates are required to undergo pre-entry requirement course online to obtain the certificate endorsed by the National School of Government. The course is available at National School of Government under the name Certificate for Entry into an SMS and full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. In line with the Department's employments Equity Plan, Females

and People with Disabilities are encouraged to apply. applications will be Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. The New Z83 form, obtainable from any Public Service Department or the DPSA website [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representation (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representation will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

#### OTHER POSTS

- POST 15/117** : **CHIEF ARTISAN GRADE REF NO: REFS/020245 (X4 POSTS)**  
 Branch: Roads Infrastructure  
 Directorate: Roads Maintenance and Fleet Services
- SALARY CENTRE REQUIREMENTS** : R455 223 – R729 783 per annum, (plus benefits)  
 : Tshwane Regional Office  
 : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan / Artisan Foreman (Proof of recognised experience will be required only to the shortlisted candidates). Computer literacy. A Valid driver's license.
- DUTIES** : Manage plant and assets. Generate plant, equipment and assets transfer reports. Manage client relations. Providing services to clients that meet the standards laid down in the department, Manage plant and equipment maintenance programme. Compiling reports on breakdowns in the Regions. Scheduling of major repairs. Scheduling of routine maintenance. Managing risk and comply with the policies set out by the department in relating to your job. Control and monitor expenditure according to the budget. Managing the development of personnel. Adhere to all safety regulations and rules, in the departmental areas of work. Develop yourself and others to improve on the objectives of the directorate towards service delivery.
- ENQUIRIES** : Ms. Valentine Majoko Tel No (011) 227 8304/05
- POST 15/118** : **ROADS SUPERINTENDENT REF NO: REFS/020252 (X4 POSTS)**  
 Branch: Roads Infrastructure  
 Directorate: Tshwane, West Rand and Sedibeng Regional Offices
- SALARY CENTRE** : R376 413 per annum (Level 08), (plus benefits)  
 : Tshwane (X1 Post)  
 : West Rand (X2 Posts)  
 : Sedibeng Regional Offices (X1 Post)
- REQUIREMENTS** : National Diploma at NQF level 6 in civil Engineering or Construction Management, Minimum of 6 years in Road maintenance/ construction environment. Competencies: Computer Literacy, Planning and organization, Accuracy, Flexibility, Teamwork, Interpersonal relations, good verbal and written communication skills. A valid driver's license.
- DUTIES** : Execute contract mentoring and monitoring such as: Monitor the work that is planned for maintenance in the region, Monitor contractors working in the region according to the planned programs, monitor contractors compliance with standards and specifications of the contract, monitor adherence of contract conditions. Execute the Ribbon Development, Infrastructure protection and road advertisement support services. Supervise and execute office support services. Monitor and execute goals, objectives, and resources of the region.

- ENQUIRIES** : Ms. Valentine Majoko Tel No: (011) 227 8304/05
- POST 15/119** : **ARTISAN PRODUCTION GRADE A-C REF NO: REFS/020251**  
Branch: Roads Infrastructure  
Directorate: Roads Maintenance and Fleet Services
- SALARY** : R230 898 – R386 775 per annum, (plus benefits), (offer is based on recognition of experience after trade certificate)
- CENTRE** : Tshwane Regional Office
- REQUIREMENTS** : Diesel / Petrol Trade Certificate. Valid driver's license, (Code 10/C1). Sound knowledge of Construction machines. Ability to communicate effectively. Knowledge of Automotive tools and equipment. Ability to operate earthmoving machinery (Graders and TLB's)
- DUTIES** : Ensure workshop vehicles are equipped with proper tools. Advise Operators on lubrication of machines. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities according to schedule. Quality assures services and maintained equipment. Compile and submit reports, keep and maintain job record/register. Supervising tradesmen Aids. Appraisals of tradesman aids and Apprentices Mentor Apprentices. Continuous individual development to keep up with new technologies.
- ENQUIRIES** : Ms. Valentine Majoko Tel No: (012) 310 2367
- POST 15/120** : **OPERATOR EARTHMOVING REF NO: REFS/020250 (X2 POSTS)**  
Branch: Roads Infrastructure  
Directorate: Construction Capital Projects
- SALARY** : R155 148 per annum (Level 03), (plus benefits)
- CENTRE** : Heidelberg Region
- REQUIREMENTS** : NQF level 2 (Grade 10 certificate or equivalent), 5 years' relevant experience. Operating Certificate, Ability to operate equipment, Good communication skills. Code EC driver's license.
- DUTIES** : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-ravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.
- ENQUIRIES** : Ms. Valerie Govinden Tel No: (011) 355 7031
- POST 15/121** : **DRIVER OPERATOR EARTH EQUIPMENT REF NO: REFS/020248 (X3 POSTS)**  
Branch: Roads Infrastructure  
Directorate: Construction Capital Projects
- SALARY** : R155 148 per annum (Level 03), (plus benefits)
- CENTRE** : Heidelberg Region
- REQUIREMENTS** : NQF level 2 (Grade 10 certificate or equivalent), 3-5 years' experience relevant experience. Ability to operate equipment, Good communication skills. A valid driver's license.
- DUTIES** : Operating specialized equipment, loading and offloading/equipment. Inspect and maintenance of equipment and report defects. Keep log sheet of vehicles and machineries, application of safety and precautionary measures, cleaning and lubrication of machinery equipment and grading of gravel roads and re-ravelling/shoulder maintenance. Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres, and water.
- ENQUIRIES** : Ms. Valerie Govinden Tel No: (011) 355 7031

**POST 15/122** : **TRADESMAN AID REF NO: REFS/020448 (X1 POST)**  
Branch: Roads Infrastructure  
Directorate: Maintenance Technical Auxiliary Services, Office Support and  
Coordination

**SALARY** : R155 148 per annum (Level 03), (plus benefits)  
**CENTRE** : Koedoespoort (Pretoria)  
**REQUIREMENTS** : NQF Level 2 (Grade 10 certificate or equivalent). 6 months trade related  
experience. Computer literacy will be an added advantage.

**DUTIES** : Cleaning the tools and parts before and after use. Ensure that the Stores is  
always clean and place the warning signs on the right place. Assist with in -  
house stock taking services, and load and off-loading of stock. Register  
RLS02/VA2. Issue/received material on the VA11 bin cards. Stores issue items  
from allocated address-area according to prescripts. Count stock on a daily  
basis.

**ENQUIRIES** : Ms. S Ramoshebi Tel No: (012) 310 2334

**POST 15/123** : **TRADESMAN AID REF NO: REFS/020447 (X1 POST)**  
Branch: Roads Infrastructure  
Directorate: Construction Quality Assurance

**SALARY** : R155 148 per annum (Level 03), (plus benefits)  
**CENTRE** : Koedoespoort (Pretoria)  
**REQUIREMENTS** : NQF Level 2 (Grade 10 certificate or equivalent). 6 months trade related  
experience. Lab experience and Computer literacy will be an added advantage.

**DUTIES** : Perform all laboratory test on road building materials according to TMH 1, TMH  
5 and SANS 3001 test methods. Perform verification of all laboratory  
equipment according to ISO 17025 and keep the lab and all apparatus clean.  
Assist with field tests and sampling on site. Report faulty apparatus and  
perform tasks as specified by higher ranking officer.

**ENQUIRIES** : Mr. Aleck Magora Tel No: (012) 310 2334

**PROVINCIAL ADMINISTRATION: KWA ZULU NATAL  
DEPARTMENT OF HEALTH**

*Department of Health is an equal opportunity, affirmative action employer, whose aim is to promote representativity in all occupational categories in the Department*

- APPLICATIONS** : Direct your application quoting the relevant reference number to: The Chief Executive Officer Eshowe District Hospital, Private Bag X504, Eshowe, 3815. Hand delivered applications may be submitted to the Human Resource Section, Eshowe District Hospital, before 16H00 on or before the closing date. Applicants are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). Applicants can submit their Z83 and CV directly to the following email address: [EshoweHospital.HRJobApplication@kznhealth.gov.za](mailto:EshoweHospital.HRJobApplication@kznhealth.gov.za). Applicants may also visit any one of our Designated Online Application Centres (DOACS) where our friendly staff will assist you with applying online or receiving your hardcopy application. You can find the list of Designated Online Application Centres (DOACS) at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs)
- FOR ATTENTION** : Mrs GZ Dube: Human Resource Manager
- CLOSING DATE** : 17 May 2024
- 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](http://www.kznhealth.gov.za). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Copies of certified qualifications and other relevant documents will be requested for submission from shortlisted candidates only, which may be submitted to Human Resources on or before the day of the interview. No faxed or e-mailed applications will be considered. The Department reserves the right not to fill the post after advertisement. The appointments are subject to positive outcomes obtained from the Pre-Employment checks which will be conducted by the Department for the following i.e. Security Clearance/vetting, Security clearance for criminal records, credit records, (Financial, assets records etc.), validation of identity document, drivers license, professional driving permit (where required). Citizenship/permanent residency, Company Intellectual Property Commission (CIPC)-Business Interests, verification of Education qualifications by the South African Qualifications Authority (SAQA), verification of employment history/reference checks-previous experience from employers. Applicants are respectfully informed that correspondence will be limited to shortlisted candidates only. "People with disabilities should feel free to apply. Short listed candidates will not be compensated for Subsistence and Travelling claims(S&T).

**OTHER POST**

- POST 15/124** : **CLINICAL PROGRAMME COORDINATOR- QUALITY ASSURANCE REF NO: CPC IPC QA 40/2023 (X1 POST)**
- SALARY** : R520 560 – R596 322 per annum. Other Benefits: medical aid (optional), 8 % rural allowance, housing allowance: employee must meet the prescribed requirements.
- CENTRE REQUIREMENTS** : Eshowe District Hospital  
Standard 10/Grade 12. Degree / National Diploma in General Nursing and Midwifery. Current registration with South African Nursing Council (SANC) as a Professional Nurse. Minimum of seven (7) years' experience /recognizable experience in Nursing Healthcare after registration as a Professional Nurse and Midwife with the SANC in General Nursing. NB Certificate of service from previous employers, verification of employment from current employer, which must be endorsed and signed by Human Resource Management, will only be requested for submission from shortlisted candidates Knowledge, skills and competencies: Demonstrate an in depth understanding of nursing legislation and related legal and ethical nursing practices and how this impacts on service delivery. Demonstrate a basic understanding of HR and financial policies and practices. Strong interpersonal communication and presentation skills. Knowledge of Total Quality Management (TQM). Knowledge of Norms and Standards, Ideal Clinic Realization and Maintenance. Provincial Quality

initiatives (Human Rights, Batho Pele Principles and Patient Rights Charter. Understanding of OHSC guidelines and requirements

**DUTIES**

: Improve quality of health and provide leadership in in quality assurance in the hospital and clinics. Ensure compliance with prescripts, guidelines and protocols strengthen health systems effectiveness. Facilitate implementation and monitoring of OHSC Norms and Standards, Ideal Clinic and Ideal Hospital Realisation and Maintenance Frameworks within the hospital and clinics. Coordinate ideal clinic and Ideal hospital and Norms and Standards audits and ensure that results and QIPs are captured on the systems. Ensure that waiting times and Patient Experience of Care surveys are conducted according to the plans in the hospital and clinics. Re-in force and strengthen good clinical governance by ensuring that clinical governance committee and all clinical governance subcommittees are functional. Train staff on new assessment tools and new versions for ICRM, IHRM and Norms and Standards. Monitor and evaluate delivery of quality patient care in the hospital and clinics. Work with the multidisciplinary team to ensure that quality care services are rendered in the hospital and clinics.

**ENQUIRIES**

: Chief Executive Officer: Mr Rsm Ngcobo Tel No: 035-4734500

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT**

***Limpopo Department of Agriculture and Rural Development is an equal opportunity, affirmative action employer with clear employment equity targets. Applications are hereby invited for the filling of the vacant posts, which exist in the Limpopo Department of Agriculture and Rural Development as outlined on the attached "Annexure A". Women and people with disabilities are encouraged to apply.***

- APPLICATIONS** : Applicants must quote the relevant reference number on the application and forward to the below addresses:  
**Towoomba Research Centre:** The Head of Department, Limpopo Agriculture and Rural Development, Private Bag X9487, Polokwane, 0700 or hand delivered to: Office 48, Temo Towers Floor 2, 67/69 Biccard Street, Polokwane, 0699.  
**Mopani District:** The Director: Mopani District; Limpopo Agriculture and Rural Development, Private Bag X577, Giyani, 0826 or hand delivered to: Old Parliamentary Building, Giyani 0826.
- CLOSING DATE** : 31 May 2024 @ 16H00.
- NOTE** : Applications should be submitted on the prescribed 2021 Z83 form obtainable from all Government Departments or can be downloaded from [www.gov.za](http://www.gov.za). Applicants must utilize the most recent Z83 application for employment form as issued by the Minister for the Public Service and Administration in line with Regulation 10 of the Public Service Regulation, 2016, as amended, failure to do so will result in disqualification. The z83 form must be fully completed, duly signed, dated, and initialed by the applicant. The following must be considered in relation to completion of the new z83 form by the applicants: All the fields in Part A, Part C and Part D should be completed. In Part B, all fields must be completed in full except the following; South African applicants need not provide passport numbers, If an applicant responds "no" to the question "Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?" then the answer to the next question "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?" can be left blank or indicated as not applicable. A "not applicable" or blank response will be allowed on the question "if your profession or occupation requires official registration, provide date and particulars of registration" if you are not in possession of such registration. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information required is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment Z83, and applicants are accountable for the information that is provided therein. The question related to conditions that prevent re-appointment under Part F must be answered. The declaration should be completed and signed. The application must include only completed and signed Z83 form and A recently updated comprehensive CV (with detailed previous experience). Certified copies of the Identity Document, and the required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the date of the interview date. The applicant may submit additional information separately where the space provided on z83 form is not sufficient. Applicants who apply for more than one position are requested to submit separate applications for each position they wish to apply for. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage receiving and if you have not heard from us within 90 days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5(1)(2) of the Promotion of Administrative Justice Act 3 of 2000. By virtue of applying, you are consenting that the department should subject you to personnel suitability checks e.g. the verification of educational qualifications, previous experience, citizenship, reference checks, financial check and security vetting. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). Successful incumbents will be expected to sign a performance agreement within three



months of the assumption of duty and be required to disclose their financial interest in accordance with the prescribed regulations. Failure to comply with the above requirements will result in the disqualification of the application. The Department reserves the right not to make any appointment for the advertised posts. The employment decision shall be informed by the Employment Equity Plan of the Department. Note: Due to austerity measures, the department will not carry any related costs (transport, accommodation, and meals) for candidates attending interviews. Note: The full contents of the advertised posts will be posted on the following websites: [www.ldard.gov.za](http://www.ldard.gov.za) / and [www.limpopo.gov.za](http://www.limpopo.gov.za)

#### OTHER POSTS

- POST 15/125** : **ANIMAL HEALTH ASSISTANT REF NO: LDARD 1/3/2024 (X3 POSTS)**  
Re-advertisement, those who applied before need to re-apply
- SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)  
: Mopani District: Mopani North  
: Grade 12 or equivalent qualification. A valid driver's license (with exception of people with disabilities). Knowledge, Competencies and skills: Good communication skills. Ability of mixing dip stuff, cleaning and re-assemble syringes, handling of veterinary tools and equipment. Experience in handling of cattle, small stock and poultry. Ability to read and write. Interpersonal, communication, evaluation persuasion, time management, conflict management.
- DUTIES** : Assist to implement disease control measures. Assist to improve animal health through biosecurity, vaccination and surveillance for disease and treatment of animals. Assist in collecting specimen, examination and dispatch samples of animal diseases. Assist in the provision of extension services on animal health to animal owners.
- ENQUIRIES** : Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275
- POST 15/126** : **CLEANER (X4 POSTS)**  
Re-advertisement, those who applied before need to re-apply
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)  
: Mopani District: Mopani North Ref No: LDARD 2/3/2024 (X1 Post)  
: Tlokoeng Research Centre Ref No: LDARD 3/3/2024 (X3 Posts)  
: Grade 10 or equivalent qualification. Ability to read and write. Knowledge, Competencies and Skills: Communication skills. Good interpersonal relations and knowledge of Batho Pele Principles. Knowledge of cleaning products/materials and equipment's. Knowledge of operating cleaning equipment. Good interpersonal skills. Ability to work under pressure. Teamwork. Client focus and responsiveness. Be able to perform manual work. Show commitment and loyalty. Must be punctual, productive and show good behaviour towards customers. Knowledge of Batho Pele Principle. Health and safety measures. Working procedures in respect of working environment.
- DUTIES** : Cleaning of offices, storerooms, corridors, elevators, and boardrooms. Dust and take out waste and providing water during meetings. Refill aqua cooler/s. Washing walls and windows. Cleaning equipment and machinery. Cleaning windows and all general kitchen utensils. Scrubbing toilets and polishing office floors. Vacuum cleaning using vacuum machine. Provide toilet paper in the toilets. Keep and maintain cleaning materials and equipments.
- ENQUIRIES** : Mopani District: Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275  
: Tlokoeng Research Centre: Mr. Mabula NJ Tel No: (015) 294 3582, Ms. Mtswene PV Tel No: (015)294 3395, Ms. Mothapo RL Tel No: (015) 294 3235 or Ms. Kgobe MA Tel No: (015) 294 3587
- POST 15/127** : **GENERAL WORKER (REDLINE GATE/GUARD/FENCE PATROLLER REF NO: LDARD 4/3/2024 (X3 POSTS)**  
Re-advertisement, those who applied before need to re-apply
- SALARY CENTRE** : R131 265 per annum (Level 02)  
: Mopani District: Mopani North

- REQUIREMENTS** : Grade 8 / ABET level 2 or equivalent qualification. Knowledge, Competencies and Skills: Basic literacy and numeracy. Able to read and write. Knowledge of security services. Communication skills. Good interpersonal relations. Report writing.
- DUTIES** : To perform routine manual farming activities. Control over movement of cloven hooved animals. Stop, register and search vehicles from the redline area. Check meat, dairy products, dung, grass, hides, skins, etc. Confiscate all products listed in (ii) above. Open and close the gate. Report confiscated products to the supervisor for further attention. Conduct fence patrol. Routine check of the redline fence. Repairs of fence breakage. Trace animal tracks along the redline fence. Clear bushes along the redline fence. Control over quarantined animals. Check permits for animals to be quarantined. Liaise with the Animal Health Technician for inspections. Keep records. Keep permit register. Keep register for quarantined animals. Keep register for vehicle movement.
- ENQUIRIES** : Ms. Malatjie MA Tel No: (015) 812 3210 or Ms. Nkuna NS Tel No: (015) 812 2275

**PROVINCIAL ADMINISTRATION: MPUMALANGA  
DEPARTMENT OF HEALTH**

*The Department of Health is an equal opportunity, affirmative action employer. It is our intention to promote representivity in respect of race, gender and disability through the filling of these positions. Candidates whose transfer / promotion / appointment will promote representivity will receive preference.*

<b><u>CLOSING DATE</u></b>	:	17 May 2024
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. In order to alleviate administration burden on HR Sections as well as considering the cost for applicants, Departments are encouraged to request certified copies of qualifications and other relevant documents from shortlisted candidates only which may be submitted to HR on or before the day of the interview following communication from the relevant HR section of the Department. All posts health/engineering posts that are advertised within the Department professional registration will be required from various statutory council for shortlisted candidates. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form 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. <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> 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) N.B. Applicants are advised to apply as early as possible to avoid disappointments.

**OTHER POSTS**

<b><u>POST 15/128</u></b>	:	<b><u>HEAD: CLINICAL DEPARTMENT (MEDICAL) GRADE 1: FORENSIC PSYCHIATRY REF NO: MPDOH/MAY/24/01</u></b>
<b><u>SALARY</u></b>	:	R2 465 223 – R2 616 501 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE</u></b>	:	Themba Hospital (Ehlanzeni District)
<b><u>REQUIREMENTS</u></b>	:	An appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as a Medical Specialist in Psychiatry (2024). A valid work permit will be required from non-South Africans. Valid driver's licence. Computer literacy. Grade 1: A minimum of seven (7) years' appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist. Clinical administrative and management abilities. Experience and knowledge of mental health service in Mpumalanga province. Knowledge of teaching and training health care professionals in mental health leadership communication, organisation skills and computer (MS Office package)

programme planning, implementation and evaluation, knowledge and ability to develop programs focused on psychosocial rehabilitation and management substance abuse commodity with mental illness. Management of resources. Competencies: Understand mental health related policies. Strategic leadership qualities. Ability to work under pressure. Good verbal and written communication and people skill.

**DUTIES** : Provide specialist psychiatric care, assessment, and evaluations of mental health care users (MHCUs) at both institution and community levels. Provide academic teaching and clinical training to the student and trainees in Nursing and allied Professions. Provide in reach and outreach to referring disciplines and institutions. Promote and provide community-oriented services Participate in development of guidelines, protocols and referral pathways for the management of MHCH 's. Ensure the effective, efficient and economical use of allocated resource inclusive of Human Resource. Stimulate participate and supervise research. Co-ordinate specialist services for the disciple. Participate and other relevant academic and training program. To conduct quality improvement and clinical programmes.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 15/129** : **CHIEF MECHANICAL ENGINEER GRADE A: INFRASTRUCTURE PLANNING REF NO: MPDOH/MAY/24/02**

**SALARY** : R1 200 426 - R1 371 489 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering. A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

**DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 15/130** : **CHIEF MECHANICAL ENGINEER GRADE A: PROGRAMME DELIVERY**  
**REF NO: MPDOH/MAY/24/03**

**SALARY** : R1 200 426 - R1 371 489 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering. A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

**DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 15/131** : **CHIEF MECHANICAL ENGINEER GRADE A: ENGINEERING & MAINTENANCE REF NO: MPDOH/MAY/24/04**

**SALARY** : R1 200 426 - R1 371 489 per annum, (Depending of years of experience in terms of OSD).

**CENTRE** : Provincial Office, Mbombela (Nelspruit)  
**REQUIREMENTS** : Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering. A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.Health Act and Regulations. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.

**DUTIES** : Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management. Effective and efficient financial management.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 15/132** : **CHIEF CIVIL / STRUCTURAL ENGINEER GRADE A REF NO: MPDOH/MAY/24/06 (X2 POSTS)**

**SALARY** : R1 200 426 - R1 371 489 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus (NQF Level 7) in Engineer or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineering (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

**DUTIES** : Functional and Technical norms and standards from an engineering perspective. Innovative service delivery mechanisms and feasibility studies. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 15/133** : **CHIEF QUANTITY SURVEYOR GRADE A: ENGINEERING & TECHNICAL SERVICES REF NO: MPDOH/MAY/24/08 (X2 POSTS)**

**SALARY** : R1 042 170 - R1 185 893 per annum, (Depending of years of experience in terms of OSD)

**CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2024). A valid driver's licence. Computer literacy. Knowledge: Construction Industry Development Board Act of 2000 and Regulations. PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/Instructions/Circulars/Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. Health Act and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All

		different types and forms of construction contracts. Construction Procurement Standard as Issued by CIDB.
<b><u>DUTIES</u></b>	:	Infrastructure Programme and Project Planning in line with IDMS. Infrastructure Programme and Project Implementation and Monitoring. Infrastructure Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Project Commissioning. Infrastructure Programme and Project Evaluation. Effective and efficient resources management. Effective and efficient financial management.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 15/134</u></b>	:	<b><u>CHIEF ARCHITECT GRADE A: PROGRAMME DELIVERY REF NO: MPDOH/MAY/24/09</u></b>
<b><u>SALARY</u></b>	:	R1 042 170 - R1 185 893 per annum, (Depending of years of experience in terms of OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Architecture or relevant qualification as recognized by SAQA. Six (6) years' experience post qualification. Post requires specific understanding and experience of the Architectural design process from Project inception to close out (minimum 3 years). Current registration with the South African Council for Architectural Profession (SACAP) as an Architect (2024). A valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Architectural Profession Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.
<b><u>DUTIES</u></b>	:	Architectural functional and technical norms and standards. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Manage facility planning. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. Effective and efficient resources management.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 15/135</u></b>	:	<b><u>ELECTRICAL ENGINEER (PRODUCTION) GRADE A, B AND C REF NO: MPDOH/MAY/24/10</u></b>
<b><u>SALARY</u></b>	:	Grade A: R833 499 - R889 158 per annum Grade B: R939 024 - R1 011 597 per annum Grade C: R1 068 342 - R1 254 282 per annum (Depending of years of experience in terms of OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Mbombela (Nelspruit)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Electrical Engineer (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/ Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations.

		Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<b><u>DUTIES</u></b>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of electrical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 15/136</u></b>	:	<b><u>MECHANICAL ENGINEER (PRODUCTION) GRADE A: (REPLACEMENT) REF NO: MPDOH/MAY/24/12 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R833 499 - R889 158 per annum, (Depending of years of experience in terms of OSD).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering as recognized by SAQA. Three (3) years' experience post qualification. Current registration with Engineering Council of South Africa (ECSA) as a Professional Engineer as Mechanical Engineer (2024). A valid driver's licence. Computer literacy. Knowledge: PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/ Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.
<b><u>DUTIES</u></b>	:	Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electronic and electrical engineering installations and equipment, undertake design work and implement corrective measures. Oversee implementation [construction] and commissioning of mechanical engineering installations. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.
<b><u>ENQUIRIES</u></b>	:	Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.
<b><u>APPLICATIONS</u></b>	:	Departmental Online Application System: <a href="http://www.mpuhealth.gov.za">www.mpuhealth.gov.za</a> .
<b><u>POST 15/137</u></b>	:	<b><u>QUANTITY SURVEYOR (PRODUCTION) GRADE A, B AND C: ENGINEERING &amp; TECHNICAL SERVICES REF NO: MPDOH/MAY/24/14 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade A: R721 476 - R774 267 per annum Grade B: R821 142 - R876 018 per annum Grade C: R925 146 - R1 084 368 per annum (Depending of years of experience in terms of OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office, Mbombela (Nelspruit) Senior Certificate / Grade 12 plus (NQF Level 7) in Quantity Surveying as recognized by SAQA. Three (3) years' experience post qualification. Current registration with the South African Council for the Quantity Surveying Profession (SACQSP) as Quantity Surveyor (2024). A valid driver's licence. Computer literacy. Knowledge: Health Act and Regulations. Quantity Surveying Profession Act of 2000. Construction Industry Development Board Act of 2000



and Regulations. National Building Standards Act of 1977 and Regulations. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

**DUTIES** : Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project lists, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za).

**POST 15/138** : **CANDIDATE CIVIL ENGINEER: (REPLACEMENT) REF NO: MPDOH/MAY/24/15**

**SALARY** : R721 476 - R765 747 per annum, (Depending of years of experience in terms of OSD).

**CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus (NQF Level 7) in Engineering or equivalent as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Candidate Civil / Structural Engineer. A valid driver's licence. Computer literacy. Knowledge: PFMA/ Treasury Regulations/Practice Notes / Instructions / Circulars. Provincial / Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. Health Act and Regulations. Engineering Profession Act of 2000.

**DUTIES** : Assist with monitoring of wastewater treatment plan, Civil related matters. Assist in monitoring of civil engineering projects. Maintenance of health facilities. Strategic Briefing Documentation. Infrastructure Plans. Strategies, policies and procedures. Research/literature studies and interaction with relevant professional development boards/councils. Effective and efficient resources management.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS** : Departmental Online Application System: [www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)

**POST 15/139** : **ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: MPDOH/MAY/24/16**

**SALARY** : R371 253 - R396 522 per annum, (Depending of years of experience in terms of OSD)

**CENTRE REQUIREMENTS** : Provincial Office, Mbombela (Nelspruit)  
: Senior Certificate / Grade 12 plus National Diploma in in Engineering or equivalent qualification as recognized by SAQA. Current registration with Engineering Council of South Africa (ECSA) as Engineering Technician. Three (3) years' experience post qualification. A valid driver's licence. Computer literacy. Knowledge: Hazardous Substances Act 15 of 1973. Occupational Health and Safety Act of 1993. Health Act and Regulations. Engineering Profession Act of 2000.

**DUTIES** : Technical Services. Engineering services and management methods. Use of Utilities. Effective. Engineering Services for Projects and Programmes. Administrative Functions. People Management. Research.

**ENQUIRIES** : Mr. Emmanuel Makokoropo Tel No: (013) 766 3384 / Ms. Gugu Nkosi Tel No: (013) 766 3103 / Ms. Nomsa Maphanga Tel No: (013) 766 3207 / Ms. Sebenzile Mthisi Tel No: (013) 766 3339, Mr. Mxolisi Maseko Tel No: (013) 766 3351 and IT related queries: Help desk Tel No: (013) 766 3018.

**APPLICATIONS**

: Departmental Online Application System: **[www.mpuhealth.gov.za](http://www.mpuhealth.gov.za)**

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE  
DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Management and Labour Relations, Private Bag X5016, Kimberley, 8300 or Applications that are hand delivered must be brought to the foyer (HR Block C) of Latlhi Mabilo Complex Building where they must be placed in the appropriately marked box at: 257 Barkley Road, Kimberley or email to [applications-dsd@ncpg.gov.za](mailto:applications-dsd@ncpg.gov.za). Applicants must complete and sign an application register when an application is hand delivered. No applications will be accepted by staff in offices in the building.

**CLOSING DATE** : 23 May 2024 at 16H00

**NOTE** : The Northern Cape Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender, race and disability representivity. Employment decisions shall be informed by the Employment Equity Plan of the Department to achieve its Employment Equity targets. Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at [www.dpsa.gov.za/vacancies](http://www.dpsa.gov.za/vacancies) or obtainable from any Public Service Department and should be accompanied by a comprehensive CV specifying all qualifications, experience with respective dates. Applications submitted using the old Z83 form will not be accepted. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's licence before or on the day of the interview. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No late applications will be accepted. Where applicable, shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. All shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, security vetting, verification of qualifications, financial and asset record checks, previous employment verification, citizenship verification and integrity assessment exercise. A further requirement for all SMS post(s) is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG), No appointment shall be finalized without the relevant candidate producing the Nyukela pre-entry certificate for SMS. 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/>. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool. The successful candidate(s) will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually where applicable. Preference will be given to female applicants at SMS Level, Males below SMS Level and People living with Disabilities in all Occupational levels who meets the requirements of the post/s. If you have not been contacted within three (3) months after the closing date of this advertisement, kindly accept that your application was unsuccessful.

**OTHER POST**

**POST 15/140** : **SOCIAL WORK MANAGER: JOHN TAOLO GAETSEWE DISTRICT REF NO: NCDSD/SWM-JTG/08/2024**  
Re-advertisement, Applicants who previously applied for the post are encouraged to re-apply.

**SALARY** : R920 082 - R1 289 274 per annum, (Salary will be in accordance with OSD Determination)

**CENTRE** : District Office: Kuruman

**REQUIREMENTS**

: Formal tertiary qualification at NQF 7 as recognised by the South African Qualifications Authority (SAQA) in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP) Registration with the SACSSP as a Social Worker. A minimum of 10 years appropriate/recognisable experience in social work after registration as a Social Worker with the SACSSP. A valid driver's licence. Extensive knowledge of legislation and policies governing social service profession, including, but not limited to: White Paper on Social Welfare, White Paper on Families, Older Persons Act, the Prevention and Treatment of Substance Abuse Act, Domestic Violence Act, Social Assistance Act, Social Work Supervision Framework, etc. Strategic and leadership Management programme and project management, Change and Knowledge Management, Good Corporate Governance Principles. Planning and Organizational Skills. Monitoring and Evaluation, Report Writing and Communication Skills. Leading and Controlling Skills. Computer Literacy. Decision- making and Networking skills. Leadership and team Building skills. Analytical Problem-solving skills. Policy Development, Financial Management and formal presentation skills.

**DUTIES**

: Oversee the provision of and strategic direction to social services and programmes. Facilitating the implementation and monitoring of services of the following Sub-Programmes: Services to Families and Children, Prevention of and Treatment for Substance Abuse, Restorative Services, Services to older persons, persons with disabilities and services to the LGBTIQ+ community. Provide leadership, management, planning and coordination of the functions of the Social Welfare Services in the District. Facilitate programme implementation, monitoring and reporting on the planned strategic outputs and outcomes of the district. Ensure integration and coordination of services with sector departments and all other relevant partners. Manage the review process of policies in line with new developments or amended legislation. Ensure the participation in formation of policy/legislation at National and Provincial level. Ensure sound financial management within the Sub-Programme, by developing and managing the budget of the Sub-Programme, ensure expenditure of the allocated budget with the prescripts of PFMA and other policies and legislations, ensure the implementation of financial controls within the Sub-Programme, prevent unauthorized, irregular, fruitless and wasteful expenditure and report non- compliance to the District Manager. Overall manage and development of the resources of the Sub-Programme.

**ENQUIRIES**

: Ms. C Smous Tel No: (053) 712 3403

**PROVINCIAL ADMINISTRATION: WESTERN CAPE  
DEPARTMENT OF AGRICULTURE**

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 May 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

- POST 15/141** : **SCIENTIST (PRODUCTION LEVEL): FOOD SCIENCE REF NO: AGR 15/2024**

- SALARY** : Grade A: R721 476 per annum, (OSD as prescribed)  
Grade C: R1 084 368 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government  
An appropriate Science degree BSc (Hons) or a 4-year BSc Agric degree as recognized by the South African Council for Natural Scientific Professions (SACNASP) that allows for professional registration; Compulsory and valid registration with the SACNASP as a professional Natural Scientist; A minimum of 3 years post qualification natural scientific experience; A valid code B driving licence M.Sc. or equivalent qualification in Food Science; Experience of agriculture and agribusiness environment. Competencies: Working knowledge of the following: Scientific methodologies and models; Research Programme and Project Management; Legal compliance; Technical report writing; Computer-aided scientific applications; Data analysis; Policy development and decision making; Communication (written and verbal) skills; Proven computer literacy.
- DUTIES** : Undertake advanced research for the development of new products, adaptation of existing ones including improvement, identification of new and innovative methods and processes, new technology, infrastructure and equipment; Write and publish papers in semi and scientific platforms; Facilitate compliance of Agri-processing establishments, infrastructure and product compliance with relevant prescripts and market requirements; Facilitate on-site advice and support and training on various Agri-processing activities; Perform administrative and human capital development functions, liaise with various stakeholders within the sector and represent the department and/or programme on various platforms.

- ENQUIRIES** : Ms L Thabethe Tel No: (021) 8087733

- POST 15/142** : **SCIENTIST (PRODUCTION LEVEL): CROPPING SYSTEMS REF NO: AGR 20/2024**

- SALARY** : Grade A: R721 476 per annum, (OSD as prescribed)  
Grade C: R1 084 368 per annum, (OSD as prescribed)
- CENTRE REQUIREMENTS** : Department of Agriculture, Western Cape Government  
An appropriate Science degree BSc (Hons) or equivalent with Agronomy as a major subject; Compulsory registration with SACNASP as a Professional Natural Scientist in the appropriate field of practice; A minimum of 3 years post-qualification natural scientific experience in Agronomy; A valid code B driving licence. Competencies: Working knowledge of the following: Small stock management and grazing management; Conservation agricultural and regenerative agricultural systems; Implements/machinery used in the small grain systems; Agronomy; Management in multi-disciplinary cropping systems of the Western Cape and the management of component trials in cropping systems for optimal production and sustainability; Planning skills that involves

managing a complex multidisciplinary systems trial within, as well as the large data sets involved; A proven record of participation in the scientific process, as indicated by contributions at local and overseas scientific conferences, study tours, peer reviewed papers published in scientific journals and accredited conference proceedings, and papers in the popular press in this research area; Skills in the following: Communication skills at production and scientific level: Research connections with academic institutes involved in cropping systems and agronomy are recommended; Contact with industry and producers is important; Computer literacy in MS Office (Word, Excel, PowerPoint).

**DUTIES** : Participate with problem identification, problem definition and the prioritization of research needs in in the field of agronomy and cropping systems in accordance with the departmental strategic plan to ensure that relevant and applicable research is conducted; Conduct scientifically accountable, innovative and advanced research trials (on-site) to ensure that cutting edge research is conducted and an information source is available for sustainable agricultural practices; Conduct statistical analysis, interpret results, formulate conclusions and present research findings to all relevant stakeholders and beneficiaries; Perform all administrative and related functions; Keep up to date with applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Research service.  
**ENQUIRIES** : Ms A Swanepoel Tel No: (021) 808 5320

**POST 15/143** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): ALTERNATIVE CROPS REF NO: AGR 18/2024**

**SALARY** : Grade A: R371 253 per annum, (OSD as prescribed)  
Grade C: R556 080 per annum, (OSD as prescribed)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma in Horticultural Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3 years post qualification technical scientific experience; A valid driving licence. Competencies: Knowledge of the following: Major alternative crops in the Western Cape; Glasshouse and tunnel technical management; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field and in tunnels/glasshouses; Farm work related to research; Technical planning skills; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

**DUTIES** : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies, and new developments in the subject field.

**ENQUIRIES** : Ms A Swanepoel Tel No: (021) 808 5320

**POST 15/144** : **SCIENTIFIC TECHNICIAN (PRODUCTION LEVEL): SOIL PLANT WATER INTERACTION REF NO: AGR 19/2024**

**SALARY** : Grade A: R371 253 per annum, (OSD as prescribed)  
Grade C: R556 080 per annum, (OSD as prescribed)  
**CENTRE** : Department of Agriculture, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma in Soil Science or equivalent qualification; Compulsory registration with SACNASP (South African Council for Natural Scientific Professions) as a Certificated Natural Scientist in the appropriate field of practice; 3years post qualification technical scientific experience; A valid driving licence. Competencies: Knowledge of the following: Major small grain crops in the Western Cape; Soils in the Western Cape climate smart agriculture; Settings, calibration and basic maintenance of appropriate equipment and implements; Technical scientific inputs needed for research trials in the field; Farm work related to research; Technical planning skills; Computer literacy in MSOffice Package (Word, Excel, PowerPoint etc); Communication (written and verbal) skills; Ability to work independently and as part of a team.

**DUTIES** : Render technical assistance in research projects for the development of more efficient farming practices; Administer the creation/adaptation/maintenance of the necessary infrastructure in accordance with the project plan; Perform all administrative and related functions; Render advice and disseminate technical information to applicable role players; Keep up to date with regard to the applicable prescripts, policies, procedures, technologies, and new developments in the subject field.

**ENQUIRIES** : Ms A Swanepoel Tel No: (021) 8085320

#### **DEPARTMENT OF CULTURAL AFFAIRS AND SPORT**

**CLOSING DATE** : 27 May 2024  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 15/145** : **PROJECT CHAMPION: WORLD HERITAGE SITES MANAGEMENT REF NO: CAS 24/2024**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate Master's degree in Archaeology or related discipline; A minimum of 5 years' appropriate research experience in the related discipline as well as project management experience. Recommendation: Working knowledge of World Heritage Nomination processes; Experience in the following: Heritage sector; Established networks in the South African Heritage sector; Working knowledge of World Heritage Nomination processes; A valid code B (or higher) driving licence. Competencies: Knowledge of the following: World Heritage Convention; Processes of the World Heritage Centre; Operations of the South African World Heritage Committee; National Heritage Resources Act and related legislation, regulations, and prescripts; Indigenous knowledge systems; Understanding of the South African World heritage sector. Skills needed: Relating and Networking; Analysing; Delivering Results and Meeting Customer Expectations; Working with People; Persuading and Influencing; Presenting; Communicating (Written and verbal); Report writing; Applying Expertise and Technology; Computer literacy in MS Office Package. Ability to work independently and as part of a team.

**DUTIES** : Coordination of the nomination process and manage the inscription and operationalisation of the World Heritage Sites; Managing strategic projects of the Western Cape Government (e.g. World Heritage Sites) and explore their tourism potential (e.g. Cradle of Human Culture); Raise funds from the donor community and relevant sector funding in order to protect and develop World Heritage and other sites and operate these prospective WHSs in terms of the requirements of the world Heritage Convention and the World Heritage Committee; Liaise with Heritage Western Cape, the South Africa Heritage Resources Authority and other relevant bodies that regulate World Heritage Sites Management and other project matters in the Western Cape; Develop budget for the World Heritage Sites and other projects in line with relevant legislations; Coordination of research outputs and identification of stakeholders in order to ensure project efficacy and efficiency; Development of a management tool for World Heritage Sites in the Western Cape.

**ENQUIRIES** : Mr M. Janse Van Rensburg Tel No: (021) 483 5959  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/146** : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT**  
**REF NO: CAS 23/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B Degree/Advanced Diploma (equivalent qualification or higher) in Supply Chain Management /Public Management/Public Administration/Business Management; A minimum of 3 years related demand and acquisition management experience at supervisory level. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); SCM framework; Financial Systems (LOGIS, BAS, etc); General Conditions of the Contract & Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions. Skills in the following: Computer literacy in MS OfficePackage (Word, Excel, PowerPoint, etc); Communication skills (written and verbal); Report writing, Ability to work independently and as part of a team.

**DUTIES** : Coordinate, review, research, analyse and plan the procurement needs of the department; Coordinate review, collect and collate information for the annual procurement plan; Supervise and compile tender/quotation specifications as required; Co-ordinate, review and execute the bidding process; Supervise employees to ensure an effective demand and acquisition management and undertake all administrative functions required with regard to financial and HR administration.

**ENQUIRIES** : Mr T Malgas Tel No: (021) 483 9558  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/147** : **ASSISTANT DIRECTOR: METROPOLE REF NO: CAS 27/2024**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience. A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Experience in Library Collection development. Competencies: Knowledge of Collection development; Planning and organising; Interpersonal relationships; Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Supervision; Communications skills (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Oversee the administration and provision of library material and equipment in a control area; Asset management (assets and disposals) in a control area; Provide professional guidance and training in a control area; Project implementation and library planning in a control area; Financial management; People management.

**ENQUIRIES** : Ms R Mouton Tel No: (044) 814 1481  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/148** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: LOGISTICS CONTRACT AND PERFORMANCE MANAGEMENT REF NO: CAS 22/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Cultural Affairs and Sport, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years' experience in Supply Chain Management. Recommendation: A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Policy



development; Financial norms and standards (Public Finance Management Act-PFMA; National Treasury regulations (NTR's), Provincial Treasury Directives/Instructions-PTI's); General Conditions of the Contract; Contract Management Guidelines; Preferential Procurement Policy Framework Act and PPPFA Regulations. BEE; Procurement activities; Procurement policies/procedures/contract management; Document management Enterprise Content Management (ECM), inclusive of registry services and policy and procedures governing these functions; Report writing. Skills in the following: planning and organising; Interpersonal skills; Numeracy; Analytical; Conflict Management; Literacy; Driving; Computer literacy; Written and verbal communication skills; Problem Solving; Decision Making; Creative Thinking; Accounting Finance and Audit.

**DUTIES** : Monitor, analyse and determine actions to ensure proper contract administration; Monitor contract compliance; Monitor supplier performance according to the contract and service level agreement; People Management.

**ENQUIRIES APPLICATIONS** : Mr T Malgas Tel No: (021) 483 9558  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/149** : **ADMINISTRATION CLERK: LIBRARY SERVICE (MOSSEL BAY) REF NO: CAS 26/2024**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification); A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant exposure/experience in a library environment. Competencies: Knowledge of the following: Computerised Library Management system (SLIMS); Asset management. Skills in the following: Written and verbal communication; Computer skills in MS Office Package (Word, Excel, PowerPoint etc); Planning and organising; Interpersonal relations; Teamwork.

**DUTIES** : Administrative support to the region and affiliated public libraries; Provide asset control support services; Provide personnel administration support services within the office; Provide financial administration support services in the regional office.

**ENQUIRIES APPLICATIONS** : Jongihlanga Mbanga Tel No: (044) 814 1490 / (060) 572 5007  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/150** : **DRIVER WITH SECONDARY FUNCTIONS REF NO: CAS 25/2024**

**SALARY CENTRE REQUIREMENTS** : R183 279 per annum (Level 04)  
: Department of Cultural Affairs and Sport, Western Cape Government  
: Junior Certificate (Grade 10) or equivalent qualification; A minimum of 1 year experience; A valid code 10 (or higher) driving licence with a valid professional Driving Permit (PDP). Recommendation: Able to carry heavy boxes to load vehicles. Competencies: Knowledge of the following: Driving a code 10 truck and medium to light type vehicles; Road rules; Vehicle maintenance. Skills in the following: Computer literacy in MS Office Package (Word, Excel PowerPoint etc); Communication skills (written and verbal); Ability to work independently and as part of a team.

**DUTIES** : Driving a vehicle; Do routine maintenance on the allocated vehicle and report defects; Complete the required and prescribed records and logbooks with regards to the vehicle and the goods handled; Render a clerical support/messenger service; Handle library material.

**ENQUIRIES APPLICATIONS** : Nkosinathi Mahala Tel No: (021) 483 2391  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/151** : **LIBRARY AID: LIBRARY ADMIN SUPPORT: SCM: LIBRARY ADMINISTRATIVE SUPPORT SERVICES REF NO: CAS 28/2024**

**SALARY CENTRE** : R131 265 per annum (Level 02)  
: Department of Cultural Affairs and Sport, Western Cape Government

- REQUIREMENTS** : Junior Certificate (Grade 10) or equivalent qualification. Competencies: Knowledge and understanding of the following: Delivering results and meeting customer expectations; Following instructions and procedures; Adapting and responding to change; Working with people; Relating and networking; Planning and Organising; Coping with pressures and setbacks; Adhering to principles and values; Achieving personal work goals and objectives; Numeracy/Literacy; Basic communication skills.
- DUTIES** : Load and off load of furniture, equipment and any other goods to relevant destinations; Assist with barcoding of furniture and equipment; Assist with stockroom holding of all redundant and obsolete equipment; Assist with minor moves from office to office; Assist with the distribution and collection of assets in the regions; Prepare items for redundant committee etc printer, computer eg in different categories; Assist with library material; Verify quantities of books received; Pack and unpack of books in the store; Collect and verify books in store; Assist with physical barcoding of books.
- ENQUIRIES** : Ms. Michelle Hendricks Tel No: (021) 483 2436
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

#### **WESTERN CAPE EDUCATION DEPARTMENT (WCED)**

- APPLICATIONS** : Applications must be submitted by using the following URL <https://wcedonline.westerncape.gov.za/home/>, via Google Chrome or Mozilla Firefox.
- CLOSING DATE** : 24 May 2024
- NOTE** : The applicants are advised to read the foreword available on the WCED website before applying for the post/s. Applications must be made via the department's on-line E-Recruitment system. The on-line system will automatically generate a Curriculum Vitae, applicants are therefore required to ensure that their profiles are fully completed. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants will be expected to be available for selection interviews and competency assessments at a time, date and place as determined by Western Cape Education Department (WCED). The Department reserves the right to conduct pre-employment security screening and appointment is subject to positive security clearance outcome. Applicants must declare any/pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

## OTHER POSTS

- POST 15/152** : **E-LEARNING PROJECTS FACILITATOR REF NO: 83**  
Directorate: Overberg Education District Office
- SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Caledon  
**REQUIREMENTS** : 3 year post matric qualification. plus 3 years' experience in project management in a ICT environment preferably within education. A valid driver's license. To manage e-Learning projects at district level. Knowledge of relevant eLearning Provincial Policies, legislation, and regulations (White Paper 7). Knowledge of Project Management within an ICT environment. Knowledge of Project Management within an education environment. Skills: Advanced computer literacy, negotiation, presentation, communication, and report writing skills. Project and organizational planning. Ability to think analytically and systematically. Competencies: Required - Deciding and Initiating Action, Applying Expertise and Technology, Leading and Supervising, Adhering to Principles and Values, Persuading and Influencing, Analysing, Planning and Organising, Formulating Strategies and Concepts. Competencies Recommended: Presenting and Communicating Information, Delivering Results and Meeting Customer Expectations, Coping with Pressures and Setbacks, Adapting and Responding to Change.
- DUTIES** : ICT and Technology Access and Provisioning: Planning: Assist in the process of confirming the list of priority schools for new and technology refresh. Conduct audits of technology at schools to inform decisions (collaborated with Cel for technical evaluation). Manage the retrieval and redistribution of technology. Coordinate and manage the implementation of all e-Learning projects deliverables such as project plans, site visits, installations. Ensure that schools with subject-specific needs (e.g. CAT / IT / EGD) are adequately ICT resourced in collaboration with other stakeholders (Head Office, District Subject Adviser and Cel) according to approved plans. Check and report on the schedule of needs and project plans for technology provisioning in priority schools/ district. Submit project plans for approval and signature of the Manager Curriculum Support (MCS) and Director Education District. Implementing: Coordinate and project manage all technology provisioning at schools for e-Learning and e-Administration. Develop and implement plans, processes and systems to effectively implement e-Learning and technology provision projects and report on all projects. Liaise with head office (eLearning) with respect to provisioning of technology and relevant research and evaluation innovation projects. Implementation and support of new technology and refresh of technology at Public Ordinary and Special Schools. Closure and handover: Ensure support and maintenance as per SLA from Cel, ICT helpdesk, outside service providers: e-Learning and e-Administration equipment including connectivity. Collaborate and liaise with the different units at head office and districts i.e. eLearning HO, FET/GET Curriculum, IMG, ICT Committee and Cel with respect to relevant e-Learning projects. Ensure first line administrative technical support to schools and School Network Administrator (SNA) with respect to error detection including connectivity, software and hardware. Information Management and Reporting: Provide relevant information to inform the e-Learning database. Develop, manage, and maintain an updated database / records of the implementation of e-Learning projects including financial aspects in line with project management principles. Update and maintain a project register. (e.g. WCED Projects, District Initiated and Donor funded). Report regularly to relevant stakeholders on e-Learning projects, technology provisioning, and connectivity.
- ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300
- POST 15/153** : **ASSISTANT DIRECTOR: SCHOOL MANAGEMENT AND GOVERNANCE (INCLUDING HR, FINANCE AND INFRASTRUCTURE) REF NO: 79**  
Directorate: Institution Development and Coordination
- SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : 3 year post matric qualification/valid Driver's Licence Code B. Work experience: 3-5 years administrative experience. Knowledge of Education policies and procedures. Knowledge of Western Cape Policy for the Management of Admission. Knowledge of SCM processes and procedures.

**DUTIES**

Knowledge finance (business planning). Knowledge of project planning. Knowledge of School administrative processes and procedures. Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Numeracy, Literacy Driving, Typing, Computer Literacy, Language skills. Project Management. Accounting Finance and Audit, Information Technology, Formal Training, Economic, financial analysis, Legal Administration, Strategic Planning, Communication, Language, Project Planning, Organising, Presentation and facilitation, Report writing (specifications and submission, Interpretation, Interpersonal |Problem solving, Financial.

: Manage and coordinate support to Public Schools (including hostels) with the implementation of new / existing financial records in adherence to the regulations as applicable to Collaboration Schools. Ensure that financial and records management policies, guidelines and instruments are implemented according to prescripts that are in line with minimum requirements. Ensure that financial and record management policies have been adopted by SGB's including the SOP. Plan and manage the assessment of finance and record management policies. Plan, organise and manage support to schools and hostels with the development of finance and records management policies. Follow-up on complaints regarding the functioning / implementation of financial and records management policies, guidelines and prescripts. Coordinate the follow-up on all corrective actions including provincial forensic service recommendations. Plan and organise that the administrative tasks regarding the finance and assets with the opening and closing of schools are executed. Ensure the update and maintenance of information management systems. Report on the implementation of financial and records management. Manage and coordinate school governance and management policies, guidelines and instruments in adherence to the regulations as applicable to Collaboration Schools. Ensure that management and governance policies, guidelines and instruments are implemented according to prescripts that are in line with minimum requirements. Ensure that management and governance policies have been adopted by SGBs. Plan and manage the assessment of identified key policies on management and governance. Plan, organise and manage support to schools and hostels with the development of management and governance policies. Follow-up on complaints regarding the functioning / implementation of management and governance policies, guidelines and prescripts. Coordinate follow-up on all corrective actions. Ensure the update and maintenance of information management systems. Report on the implementation of management and governance policies. Coordinate and monitor all financial, records, governance and management training interventions. Ensure that training needs are determined. Manage the development of training material for planned training interventions. Manage and facilitate training interventions. Facilitate and coordinate the plan for implementation of training. Follow-up on the implementation of training. Monitor and report on all training interventions and the implementation of training. Supervision of staff. Motivate, train and guide staff. Compile standard operating procedures for functions performed. Manage the performance, evaluation and rewarding of staff. Promote sound employee relations. Monitor the usage, quality of data and reports on information management systems. Maintain discipline. Participate in the recruitment of selection of staff, when required.

**ENQUIRIES**

: Ms. H Van Ster Tel No: (021) 467 2089

**POST 15/154**

: **ASSISTANT DIRECTOR: PEOPLE POLICY AND ANALYTICS REF NO: 77**  
Directorate: Strategic People Management

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

: R444 036 per annum (Level 09)  
: Cape Town  
: At least a recognised 3-year qualification (NQF 6) in Human Resource Management, Public Management or Industrial Psychology, with at least 3 years relevant experience in a human resources or people management environment. A Valid Code B or higher Drivers Licence. Language proficiency in at least two of the three official languages of the Western Cape. Policy development and implementation; Public Service Act, Regulations and Resolutions, Employment Equity Act, project administration and management, knowledge of the Employment of Educators Act and post structures in the education sector will be an advantage. Skills: Analytical thinking; problem-solving skills; decision making; facilitation and presentation skills; good written and communication skills; ability to interpret prescripts; knowledge of and

- experience in database management; ability to work under pressure; intermediate/advanced usage of the Microsoft Office suite (Excel, Word and PowerPoint).
- DUTIES** : Interpret, develop, monitor and maintain HR policy guidelines and circulars. Render an employment equity and transformation service, including secretariat services. Render support and advice on people management data, information, trend analysis and research reports. Administer standardized people management business intelligence systems.
- ENQUIRIES** : Ms T Florence Tel No: (021) 467 2169
- POST 15/155** : **ASSISTANT DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: 76**  
District: Metro South Education District Office
- SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Mitchells Plain  
**REQUIREMENTS** : A relevant three-year National Diploma/ Degree plus a minimum of at least 3 years relevant management experience. Advanced knowledge of Supply Chain Management. Policy Development project co-ordination. National and Provincial instruments and legislation pertaining to Supply Chain Management which include: SASA; PFMA; PPPFA (including regulations) BBBEE Accounting Officers System treasury instructions delegations of the Accounting Officer in terms of the PFMA; CPI; SARS; SMME legislation. Departmental policies and procedures. Development of operational plans. Financial systems: LOGIS, BAS, Hardcat, Sourcelink, LR and Public Service Legislation and procedures. Skills: Written and verbal communications. Motivational. Interpretation of prescriptions. Organizational. Planning. liaison. Financial management. Report writing. Data capturing. Analytical thinking. Computer literacy. Numerical skills.
- DUTIES** : Perform all the managerial tasks with regard to the component Finance & SCM at the district level. Manage policy issues with regard to the functions of the components under his/her command. Communicate on managerial level with regard to the functions of the component. Perform and manage staff who perform the following functions: procurement of furniture and equipment. Payment of leases. Administer Source link. Stocktake. Payment of advances. Payment of municipal accounts. Payment of S & T claims. Payment of all district own services.
- ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000
- POST 15/156** : **ASSISTANT DIRECTOR: COMPLIANCE REF NO: 75**  
District: West Coast Education District Office
- SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Paarl  
**REQUIREMENTS** : National Diploma (NQF 6) with Auditing/Financial Management as subjects or a Degree in Auditing/Financial Management plus 3 years relevant experience in auditing or financial management environment. Driver's license. Communication in two of the official languages of the Western Cape. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations, government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills Financial Administration. Analytical thinking. Written and verbal communications (reports and submissions). Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.
- DUTIES** : Manage and coordinate the evaluation of the Approved Budget for Public Ordinary Schools and Hostels. Manage and coordinate the evaluation of the Annual Financial Statements of Public Ordinary Schools and Hostels within the Education District. Manage the evaluation of the Bi-annual Financial Statements (WCED 043) of the Public Ordinary and Public Special Schools

within the Education District. Manage, coordinate and administer pre-forensic investigations. People Management functions. Extensive experience of the Red Flag database? with regards to capturing and analysing of information in order to effect transfer payments. AGSA Response Team. Manage the Presidential Youth Employment Initiative (PYEI).

**ENQUIRIES** : Ms A Truter Tel No: (021) 860 1200

**POST 15/157** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 73**  
Directorate: Management Accounting

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Cape Town

**REQUIREMENTS** : A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid Code B (manual) driver's license. The successful candidate will at times be required to work irregular hours and also travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Technical knowledge of financial systems. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills. Skills: Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide management information with regards to the financial processes within the Department, for example institutional funding and budget related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costings/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide reports to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage the institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related.

**ENQUIRIES** : Mr PPP Adams Tel No: (021) 467 2225

**POST 15/158** : **ASSISTANT DIRECTOR: LOGISTICAL SUPPORT SERVICES REF NO: 68**  
District Office: Metro Central Education District Office

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Cape Town

**REQUIREMENTS** : An appropriate 3-year qualification/B degree with 3-5 years' experience. Knowledge of communication, public relations, public participation and public education. Modern systems of governance and administration. The latest advances in public management theory and practices. Policies of the government of the day. Skills: Problem solving, numeracy and decision making; Analytical thinking; Ability to work under pressure; Computer literate (Ms Word, Ms Excel, Ms Outlook, PowerPoint); Good verbal and written communication skills in at least two of the three official languages of the Western Cape; organizational and planning skills; report writing.

**DUTIES** : Manage the GG and public transport at the district level. Render an efficient and effective fleet management service. Ensure that vehicles are issued to staff, traffic violations cases, misuse of vehicles, licensing and inspection of vehicles are managed. Ensure that quarterly assessment on utilization of the districts fleet is done and users logbooks are management according to prescripts. Ensure the arrangement of public transport (including flights / hiring of cars / transport to and from airport are done. Manage and maintain district

records. Provide registry counter services. Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Management of the operation and operating of office machines in relation to the registry function. Ensure the processing of documents for archiving and/disposal in line with official filing system of WCED. Electronic scanning of files. Provide a facilities logistical service (including reception, switchboard, management of telecommunications and official branding in line with Communication prescripts. Management of district infrastructure including refurbishing, Occupational Health and Safety Management, security management, as well as food, cleaning and gardening service needs of districts. Booking of venues. Supervision of staff.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700

**POST 15/159** : **SCHOOL FINANCE RECORDS OFFICER REF NO: 87**  
District: Metro Central Education District Office

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Maitland

**REQUIREMENTS** : 3 year post matric finance qualification or degree plus 2 years relevant administrative experience (preferably in finance and records management experience). Valid code B drivers licence. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures. Communication skills in (2 official languages of the Western Cape); Computer Literacy (including skills in Pastel, etc.); Planning and Organising; Presentation; Report writing skills (reports and submissions); Analytical and interpretation; Interpersonal; Problem solving; Financial (including bookkeeping).

**DUTIES** : Monitor, verify, develop and report on all aspects of Record Management. Assist with the development of file plans, registers in line with prescripts. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school administration to the Assistant Director: School Management and Governance. Monitor, verify, develop and report on sound Financial Administration Systems. Assist the Public Schools Administrative Components with the development of financial administration processes and practices in line with policies, prescripts, norms and standards. Assist / training with the development and implementation plan to ensure improvement with regard to sound financial administration. Conduct school assessment and evaluations on financial management. Support and follow-up on all required corrective actions.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700

**POST 15/160** : **SCHOOL SAFETY OFFICER REF NO: 82**  
District: Eden & Central Karoo Education District Office

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : George

**REQUIREMENTS** : Appropriate National Diploma (NQFL 6) or degree with 3 years relevant experience. A valid Code B or higher drivers' Licence. Further Duties are and developmental initiatives including Youth Clubs, Anti-Truancy and Back to School Programmes. Coordinate and facilitate training in conflict management, crime prevention and safety planning. Coordinate and implement safety and security training in line with the National Schools Safety Framework. Coordinate and facilitate Youth Development Programmes which includes After School Programmes (ASP) and Holiday Programmes. Monitor and report on the implementation of various attitudinal / behavioural programs and relevant budgets to the DCES School Management and Governance Support. Knowledge of: Occupation Health and Safety Act, 85 of 1993. Compensation for Occupational Injuries and Diseases Act, 130 of 1993. National Environmental Management Act, 107 of 1998. Finance (SCM and budgetary processes). Knowledge and application of relevant Education Policies, Prescripts and Legislation. National School Safety Framework Project Planning. Skills: Report writing skills. Planning and organising skills. Monitoring and evaluation skills.

**DUTIES**

: Problem solving skills Human relations skills. Analytical skills. Negotiation skills. Conflict Management and Mediation Skills. Communication skills (At least two of the official languages of WCG). Presentation and facilitation skills. Implementation of Occupational Health and Safety Policies, National / Provincial School Safety Framework, work procedures and relevant policies in schools. Ensure the establishment of a properly constituted and functional safety committee. Assist with the development of a safety policy to protect the property and keep employees and learners safe. Assist with the creation of a comprehensive safety Plan which will include a Contingency Plan. The role of each employee in maintaining workplace safety (include RCL, SGB and SMT). Type of training each employee needs. Keep up to date with all aspects of relevant health and safety workplace legislation and communicate relevant changes. Conduct safety and security awareness campaigns and programmes. Provide a high-level Safety Health Environmental (SHE) consultancy and advisory service based on legal and other regulatory frameworks. Regular inspections at Public Ordinary Schools and Special Schools to check policies and procedures are being properly implemented. Monitor and report on the implementation of the policies and procedures; and drills conducted at Public Schools to DCES School Management and Governance Support. Conduct Security audits / risk assessments / safety inspections at Schools. Establish a full programme of documented health and safety inspections, audits and assessments in relation to learner and employee safety. Evaluate workplace safety / risk assessment / safety inspections and consider how risks could be reduced. Establish safe working practices that comply with legislation. Conduct safety inspections at schools regarding evacuation drills and emergency alarms; safety risk assessments and standard operating procedures; employees being aware of their responsibilities; ensure safety equipment is installed safely and maintained, that records are kept of all safety related matters. Provide a list of safety findings and recommendations to the Principal. Procure safety infrastructure and services to limit risks. (align with procurement policies). Assist the Safety Committee with the development of an action plan. Monitor and report on the implementation of action plans. Keep records of audit / assessments/ safety inspection findings and provide relevant reports to DCES School Management and Governance Support. Support the effective management of District Occupational Health Safety (OHS) Committee. Serve on the District Occupational Health and Safety Committee. Support the Corporate Services Component with the development and implementation of a Health and Safety Plan for the Education District. Mobilize and advocate safety and security at district level. Guide the development and implementation of disaster management preparedness plan. Report on the support given to the District Occupational Health and Safety Committee to the DCES School Management and Governance Support. Coordinate and facilitate Health and Safety Training for Public Ordinary and Special Schools. Establish a structured programme of Health and Safety Training within the Education District. Liaise with external health and safety consultants in the provision of training programmes and health and safety services. Coordinate the delivery of training (evacuation plans, fire prevention, fire protection and hazardous materials communication). Ensure full an accurate health and safety training records are maintained. Review training feedback from employees. Maintain a database of employees who have completed the required training. Report on the implementation of occupational health and safety training to DCES School Management and Governance Support. Coordinate and facilitate various attitudinal / behavioural programs to support, modify or influence learner and educator behaviour to create safe learning environments and promote quality teaching and learning. Organizing, manage and facilitate all School Based Crime Control, Crime Prevention.

**ENQUIRIES**

: Mr J Jonkers Tel No: (044) 803 8300

**POST 15/161**

: **SCHOOL MANAGEMENT AND GOVERNANCE OFFICER REF NO: 80**  
District: Metro South Education District Office

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

: R376 413 per annum (Level 08)  
: Mitchells Plain  
: 3 year post matric qualification or degree plus 3 years relevant administrative experience (preferably in the field of assessment and development of policies). A valid code B drivers' licence. Knowledge of the Education Departmental policies and procedures; Knowledge of Western Cape Policy for the



Management of Admission; Knowledge of SCM processes and procedures; Knowledge of finance (business planning); Knowledge of project planning; Knowledge of School Administrative Processes and procedures; Knowledge of Information Management Systems (DMIS, CEMIS, SAMI, EIS, IMS). Skills: Communication skills in 2 official languages of the Western Cape; Computer literacy; Project planning; Organising; Presentation and facilitation; Report writing skills (specifications and submissions); Interpretation; Interpersonal; Problem solving; Financial.

**DUTIES** : Check that management and governance policies are available / accessible. Assess identified key policies of management and governance in line with prescripts. Assist the school / hostel with the development of the relevant policies in line with prescripts. Investigate, resolve and report on complaints regarding school / hostel management and governance policies. Support and follow-up on all required corrective actions. Report in writing and electronically on all aspects of school / hostel policies to the Assistant Director School Management and Governance. Training on and the development of school / hostel management and governance policies. Monitor the implementation of the training interventions. Coordinate the process of learner admission at district level.

**ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000

**POST 15/162** : **STATE ACCOUNTANT MANAGEMENT ACCOUNTING REF NO: 78 (X2 POSTS)**  
Directorate: Management Accounting

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Cape Town  
: A relevant National Diploma or Degree in Finance. The successful candidate will at times be required to work irregular hours and also travel. Candidates must be prepared to do a practical test as part of the shortlisting/evaluation process. Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyse and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure. Skills: Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure.

**DUTIES** : Provide support with regards to the financial processes within the Department, for example the formulation and maintenance of budget model and communications to managers. Ensure effective implementation of financial policies and guidelines and assist in the formulation of thereof. Costing of projects/related activities including providing advice on the outcome of these costing. Analyse expenditure trends and deviations and provide report to management. Prepare monthly reports and identify deviations and report on the outcome of the analysis. Assist with the reallocation of funds and monitor movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial data and prepare a submission on the findings to management. Perform a support function to institutional funding including communication and payments.

**ENQUIRIES** : Mr PPP Adams Tel No: (021) 467 2225

**POST 15/163** : **STATE ACCOUNTANT COMPLIANCE REF NO: 74**  
District: Overberg Education District Office

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Caledon  
: 3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. To administer the compliance of financial management and monitoring of Public Ordinary Schools and Public Special Schools (including Gr R) and hostels. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National

Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

**DUTIES** : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

**ENQUIRIES** : Ms I Senosi Tel No: (028) 214 7300

**POST 15/164** : **STATE ACCOUNTANT COMPLIANCE REF NO: 72 (X2 POSTS)**  
District: Metro North Education District Office

**SALARY CENTRE** : R376 413 per annum (Level 08)  
: Parow

**REQUIREMENTS** : 3 year post matric qualification in finance / accounting or auditing plus 3 years relevant administrative experience in a financial management environment. To administer the compliance of financial management and monitoring of Public Ordinary Schools and Public Special Schools (including Gr R) and hostels. Constitution of the Republic of South Africa, No.108 of 1996. Public Finance Management Act (PFMA). South African schools Act, No. 84 of 1996. The Western Cape Provincial School Education Act, No.12 of 1997. National Treasury Regulations. Government Gazette No. 35617 on Amended National Norms and Standards for Schools Funding (NNSSF), 2012. Manual: Basic Financial System for Public Ordinary Schools. Treasury Guidelines: Preparation of Estimates for Medium Term Expenditure Framework. Budget Prescriptions promulgated in Provincial Gazette 6103 of 23 January 2004. Policy to Monitor the Financial Management Capability of all Public Ordinary Schools (Draft) 2016. Knowledge of modern systems of governance and administration. Knowledge of monitoring and reporting processes. Skills: Financial Administration. Analytical thinking. Excellent written and verbal Communications in at least two of the official languages in the Western Cape Province (reports and submissions). Motivational. Organisational and Planning. Numerical skills. Computer literacy. Presentation. Interpretation, analyse and conceptualise. Ability to gather and process information. Interpersonal skills.

**DUTIES** : Facilitate, administer and evaluate the Approved Budget of public Schools. Facilitate, administer and evaluate the Annual Financial Statement of Public Schools. Facilitate, administer and evaluate the bi-annual financial reports of Public Schools. Administer Pre-Forensic Investigations.

**ENQUIRIES** : Ms W Horn Tel No: (021) 938 3133

**POST 15/165** : **CHIEF WORKS INSPECTOR REF NO: 67**  
Directorate: Infrastructure Delivery Management

**SALARY CENTRE** : R376 413 per annum (Level 08)  
: Cape Town

**REQUIREMENTS** : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three years of experience post qualification. Valid Driver's License. To plan and execute inspections on infrastructure projects and implement condition assessments. Computer literate Computer Literacy (MS Microsoft package). Skills: Project management skills, organising, research and report writing, monitoring of projects. Must be comfortable operating independently and in a team environment.

**DUTIES** : Prepare specifications for all types of maintenance related work. Development, assessment and analysis of bills of quantities for the above where required.

Draft a report re proposals, including associated cost estimates for maintenance projects. Conduct inspections on all building projects, monitoring progress, quality on infrastructure projects. Assess, facilitate and resolve technical problems. Conduct condition assessments on school infrastructure. Manage people and finances. Assist schools to develop & manage maintenance plans. Complete NEIMS (National Education Infrastructure Management System).

**ENQUIRIES** : Mr GP Nieuwoudt Tel No: (021) 467 2052

**POST 15/166** : **SOCIAL WORKER REF NO: 88**  
District: Eden & Central Karoo Education District Office

**SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)  
Grade 2: R376 416 - R436 014 per annum, (OSD as prescribed)  
Grade 3: R452 667 - R532 113 per annum, (OSD as prescribed)  
Grade 4: R554 919 - R687 918 per annum, (OSD as prescribed)

**CENTRE REQUIREMENTS** : Knysna  
A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker. **Grade 1:** No experience; **Grade 2:** A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 3:** A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; **Grade 4:** A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions..  
Recommendations: Valid Code B or higher Driver's License. Experience in the field of child and youth care. Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.

**DUTIES** : Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.

**ENQUIRIES** : Mr J Jonkers Tel No: (044) 803 8300

**POST 15/167** : **SOCIAL WORKER REF NO: 86**  
District: Metro Central Education District Office

**SALARY** : Grade 1: R308 247 - R362 439 per annum, (OSD as prescribed)

		Grade 2: R376 416 - R436 014 per annum, (OSD as prescribed)
		Grade 3: R452 667 - R532 113 per annum, (OSD as prescribed)
		Grade 4: R554 919 - R687 918 per annum, (OSD as prescribed)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Maitland
	:	A formal tertiary qualification in Social Work (Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions as Social Worker; Registration with the South African Council for Social Service Professions as a Social Worker. <b>Grade 1:</b> No experience; <b>Grade 2:</b> A minimum of 10 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 3:</b> A minimum of 20 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions; <b>Grade 4:</b> A minimum of 30 years appropriate experience in Social Work after registration as a Social Worker with the South African Council for Social Service Professions. Recommendations: Valid Code B or higher Driver's License. Experience in the field of child and youth care. Inclusive Education Policies, guidelines and practices. Analytic, diagnostic, assessment tools, evaluation methods and processes (Social Worker). Social Work legislation related to children. Social work theory and interventions. Information and Knowledge Management. Protocol and professional ethics. Skills: Organising and planning. Project Planning. Psychosocial intervention. Communication and language (2 Official languages). Interpersonal. Report writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus.
<b><u>DUTIES</u></b>	:	Implement social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning: Train teachers, parents, and support staff in the early identification of social, emotional and behavioural barriers. Train teachers, parents, and support staff to manage identified learners who experience social, emotional and behavioural barriers (e.g. Individual Support Plan (ISP)/Group Support Plan (GSP). Develop and implement preventative programmes for learners, parents and School Governing Body's (SGBs) that address and/or prevent social, emotional and behavioural barriers to learning. Implementation of Inclusive Education Policies including the Screening Identification and Assessment Support (SIAS) Policy. o Provide direct social work services when necessary. Participate in inter- and intra-sectoral networks and collaborations: Promote inclusive schools as centres of Care and Support for Teaching and Learning (CSTL) and use this framework to co-ordinate the support from other sectors. Collaborate on social work matters with the multi-disciplinary teams. Provide specialised social work support to strengthen District- and School based support teams (DBSTs/SBSTs): Train, sustain and promote SBSTs in collaboration with the DBST in all Schools in understanding social context, legislation related to children and create an effective school-community partnership. Collaborate as multi-disciplinary teams with ISLES DBST to support learners who experience barriers to learning. Provide social work input for the district with regard to policy development and reviews. Conduct discipline specific research.
<b><u>ENQUIRIES</u></b>	:	Ms B Robertson Tel No: (021) 514 6700
<b><u>POST 15/168</u></b>	:	<b><u>NSNP LIASON OFFICER REF NO: 85</u></b> District: Metro Central Education District Office
<b><u>SALARY</u></b>	:	R308 154 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Maitland
<b><u>REQUIREMENTS</u></b>	:	National Diploma (NQFL 6) or degree plus 1-year relevant administrative experience. A valid code B drivers' licence. South African Schools Act; National Policy on School Nutrition Programme; Financial management processes (including budgeting and SCM); Occupational Health and Safety Act (OHS) Act 85 of 1998; Project Planning; Information and knowledge management system; Understanding and interpretation of the Conditional Grant Framework. Skills: Ability to interpret relevant policies; Interpersonal; Report writing; Communication (verbal and written); Computer literacy; Ability to think analytically and systematically; Organising and planning; Assessment and evaluation.
<b><u>DUTIES</u></b>	:	Assist with the compilation of district action plans for NSNP. Check and verify, with school visits, that schools adhere to the targeting criteria and the approved

NSNP objectives. Report non-compliance to the NSNP Coordination Officer. Check and verify (Monitor) that Service Providers comply with programme requirements and service level agreements. Capture and maintain relevant NSNP information Management System. Monitor the implementation of NSNP at Public Ordinary and Public Special Schools. Monitoring of warehouse(s) for NSNP. Check Stock levels and stock control systems. Check Service Providers compliance with NSNP requirements and service level agreements. Update and maintain all information management systems.

**ENQUIRIES** : Ms B Robertson Tel No: (021) 514 6700

**POST 15/169** : **ADMIN SUPPORT OFFICER: CIRCUIT REF NO: 71**  
District: Metro South Education District Office

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Ottery

**REQUIREMENTS** : 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

**DUTIES** : Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

**ENQUIRIES** : Ms C Meyer- Williams Tel No: (021) 370 2000

**POST 15/170** : **ADMIN OFFICER: CIRCUIT REF NO: 70**  
District: Eden & Central Karoo Education District Office

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Knysna

**REQUIREMENTS** : 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

**DUTIES** : Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and

compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

**ENQUIRIES** : Mr J Jonkers Tel No: (044) 803 8300

**POST 15/171** : **ADMIN OFFICER: CIRCUIT REF NO: 69**  
District: Eden & Central Karoo Education District Office

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Beaufort West  
**REQUIREMENTS** : 2 years post matric qualification (NQF 5) plus 3 years relevant clerical/administrative experience. Knowledge of provincial and national education strategies. Advanced knowledge of relevant software packages & sound application of relevant computer programmes. Knowledge of the relevant legislation/policies/prescripts and procedures. Basic financial administration. Skills: Draft documentation like submissions and letters, etc. Sound organising, planning and time management skills (for example workshops, conferences and events). Diary management, travel itineraries, document flow in the office. Properly record minutes and decisions at meetings. Run and maintain a record management system. Communicate effectively (written and verbally). Procure goods and services.

**DUTIES** : Assist management support staff in all administrative duties. Develop and maintain processes and systems that will contribute towards improving efficiency in the circuit office. Oversee and provide effective guidance and advice on the flow of information and documents, to and from the circuit. Prepare documentation and verify responses information received from schools and other internal and external stakeholders. Obtain inputs, collate and compile reports pertaining to the circuit and advise/ sensitise the office. Assist with monitoring and evaluating the performance of the circuit office on an ongoing basis against predetermined objectives. Ensure that effective records are kept of the activities and resources of the circuit. Assist with the planning and execution of workshops, large meetings, conferences as and when they occur. Follow up with outstanding documentation/data/information from schools. Collate circuit data available on WCED systems such as CEMIS, Eduinfosearch, SAMI, DMIS, etc. Co-ordinate Monitoring & Evaluation activities and maintain the relevant systems. Provide support to the circuit for supply chain management. Render advice and liaise w.r.t administrative matters.

**ENQUIRIES** : Mr J Jonkers Tel No: (044) 803 8300

**POST 15/172** : **CHIEF ACCOUNTING CLERK REF NO: 84**  
District: West Coast Education District Office

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Paarl  
**REQUIREMENTS** : Matric / Grade 12 Certificate, 6 years relevant financial experience required. Basic knowledge of financial functions, practices as well as the ability to capture date, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual) Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.) Skills: Computer operating skills (accounting system), Planning and organisation, Language, Good verbal and written communication skills, Basic Numeracy skills, Ability to perform routine tasks and Interpersonal skills.

**DUTIES** : Supervise and render financial accounting transactions. Receive and allocate payment advices. Verify payment advices and supporting documents for correctness, verification and approval. Draw Monthly Document Control Report and ensure the completeness of the payment batched. Ensure timeous submission of payment batches to Head Office. Supervise the filing of all

documents. Supervise collection of petty cash. Supervise and payslip administration support services. Receive and distribute payslips and IRP5's. Obtain signatures. Supervise the filing of all documents. Supervise and render financial accounting transactions. Verify all financial transactions captured. Record debtors and creditors. Verify and process the processing of electronic banking transactions. Render a budget support service. Verify information collected from fund managers and feedback to them. Compare and verify the comparison of expenditure against budget. Identify variances and verify the identification of variances. Verify the capturing, allocations virements on budgets. Responsible for the distribution of documents with regard to the budget. Supervise the filing of all documents. Supervise the receipt and capturing of cash payments. Supervision of staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline. Knowledge of relevant Departmental policies and procedures. Knowledge of Archives and Records Service Act; Knowledge of Public Financial Management (PFMA); Knowledge of budgeting processes and techniques; Knowledge of Financial Systems (e.g. Pastel, etc.); Knowledge of School Administrative processes and procedures; Knowledge of Information Management Systems (EMIS, CEMIS, Leave Management Systems); Knowledge of SCM processes and procedures.

**ENQUIRIES** : Ms A Truter Tel No: (021) 860 1209

**POST 15/173** : **WORKS INSPECTOR REF NO: 81**  
Directorate: Infrastructure Delivery Management

**SALARY** : R255 450 per annum (Level 06)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One years' relevant experience post-qualification. Valid Driver's license. Computer literate. An approximately 6 (six) month orientation period shall precede Works Inspectors relocating to the Metro North Education District Office (MNEDO). For the orientation period Works Inspectors shall be based at the WCED Head Office (Cpt CBD). Project management skills, organising, research and report writing, monitoring of projects, time management.

**DUTIES** : Prepare specifications for all types of maintenance-related work. Contribute to the development of Bills of Quantities for maintenance related work where required. Drafting of Reports and or proposals, including associated costs where required. Conducting inspections on all types of Education Infrastructure construction projects, monitoring progress & quality of work. Conducting Condition Assessments on school infrastructure. Assist schools with the development- & management of Maintenance Plans for school facilities. Assist in completing NEIMS (National Education Infrastructure Management System) assessments for existing Education Infrastructure.

**ENQUIRIES** : Mr GP Nieuwoudt Tel No: (021) 467 2052

#### **DEPARTMENT OF HEALTH AND WELLNESS**

***In line with the Employment Equity Plan of the Department of Health and Wellness it is our intention with this advertisement to achieve equity in the workplace by promoting equal opportunities and fair treatment in employment through the elimination of unfair discrimination.***

**NOTE** : It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. Kindly note that excess personnel will receive preference.

#### **OTHER POSTS**

**POST 15/174** : **DEPUTY DIRECTOR: CLIMATE CHANGE AND UTILITIES CHAMPION**  
Directorate: Facilities Management

**SALARY** : R849 702 per annum, (A portion of the package can be structured according to the individual's personal needs).

**CENTRE** : Head Office, Cape Town  
**REQUIREMENTS** : Minimum educational qualification: An appropriate Honours degree or equivalent qualification (minimum NQF level 8) The successful candidate will be required to complete an Energy Course and register as a Certified Energy Auditor within a period of 12 months after assumption of duty. Experience: A

minimum of 8 years extensive experience in matters relating to climate change, energy and water management as well as energy efficiency and energy auditing. Competencies (knowledge/skills): Excellent communication and presentation skills. Numeracy, Literacy, Computer Literacy, Communication Skills, Project Management, Financial Analysis, Auditing, Organizational skills, Presentation Skills, Lateral Thinking, Complex Problem solving. In-depth knowledge of climate change including adaptation and mitigation strategies. In-depth knowledge of financial management as applicable to feasibility studies and shared savings energy contracts. Understanding of municipal tariffs, energy auditing and management and both energy and water saving initiatives and technologies. Ability to engage with peers and other stakeholders. Knowledge of the Western Cape Department of Health and Wellness service.

**DUTIES** : Develop and monitor the implementation of the WCGHW Race to Net Zero 50 Action Plan working closely with a broad range of stakeholders including the Department of Environmental Affairs and Development Planning (DEADP), the City of Cape Town, other Municipalities, Health Care without Harm, Global Green and Healthy Hospitals (GGHH) and the National Department of Health. Conduct feasibility studies to identify and support Climate and Utilities initiatives, including Energy and Water savings initiatives, and develop financial models to enable short- and long-term budgeting for these initiatives. Provide support to and monitor Climate Change and Utilities projects as part of a multi-disciplinary team. This includes identification of shared savings opportunities and interventions, the review of audit reports, shared savings calculations and invoices with the Directorate: Infrastructure Planning, the Directorate: Infrastructure: Delivery, the Directorate: Engineering and Technical Services and other relevant departmental stakeholders. Monitor WCGHW facilities utilities by evaluating energy and water utilization and expenditure data. This also includes amongst others the downloading of Smart Metre Data, compiling of appropriate monitoring and evaluation documentation, GGHH annual reporting, the development of performance indicators and providing input for the WCGHW Annual Performance Plan (APP). Conduct engagements with departmental management and ensure managers at all levels in WCGHW have an understanding of the WCGHW Race to Net Zero 50 Action Plan including energy and water utilisation and are enthusiastically committed to achieving the savings targets. The engagements will be in the form of one-on-one meetings, presentations at management meetings, follow-up visits to facilities, webinars and awareness campaigns.

**ENQUIRIES** : Dr A Kharwa Tel No: (021) 918-1635  
**APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : No payment of any kind is required when applying for this post.  
**CLOSING DATE** : 24 May 2024

**POST 15/175** : **REGISTERED COUNCILLOR: GRADE 1 TO 3**  
 Cape Winelands Health District  
 (Contract Period till March 2026)

**SALARY** : Grade 1: R675 450 per annum  
 Grade 2: R769 347 per annum  
 Grade 3: R868 662 per annum  
 (A portion of the package can be structured according to the individual's personal needs)

**CENTRE** : Drakenstein Sub-district  
**REQUIREMENTS** : Minimum educational qualification: Appropriate qualification that allows registration with the Health Professions Council of South Africa as a Registered Counsellor. Registration with a professional council: Registration with the HPCSA as a Registered Counsellor. Experience: **Grade 1:** None after registration with the Health Professions Council of South Africa as a Counsellor. **Grade 2:** A minimum of 8 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. **Grade 3:** A minimum of 16 years appropriate experience as a Counsellor after registration with Health Professional Council (HPCSA) as a Counsellor. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel in the Sub-district and district to consult clients and attend meetings and training sessions. Competencies (knowledge/skills): Proven counselling skills with individuals, groups; set up of evidence-based community interventions; knowledge and/or experience in psychometric



- assessments, identification of mental health challenges and provide training. Work within your professional scope of practice. Refer appropriately. Knowledge and experience in providing mentoring and supervision of other lay health workers. Able to work independently and in a team, demonstrate good presentation skills; the ability to conduct training; Good intra- and interpersonal skills, maintenance of good professional relations, effective conflict resolution and to be adaptable and innovative in a high-pressured environment. Computer literacy (i.e. MS Word, PowerPoint and Excel).
- DUTIES** : Providing preventative and developmental counselling services to children, adults, couples and families including mental health screening of all patients, psychoeducation and mental health promotion. Performing supportive psychological interventions to enhance mental well-being on an individual basis, group basis and at community level. Work within the multidisciplinary team and form part of the sub district and district mental health teams. Report writing and providing feedback to clients/supervisor(s) on interventions. Perform clinical administrative duties as keep accurate statistics and conduct training and workshops. Provide supervision, mentoring and support to lay health worker and attend regular clinical supervision.
- ENQUIRIES** : Ms S Raynardt/Dr R Gaffoor Tel No: (021) 877-6400
- APPLICATIONS** : Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").
- NOTE** : No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements, may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration to register with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable on health professionals who apply for the first time for registration in a specific category with the relevant council (including individuals who must apply for change in registration status).
- CLOSING DATE** : 24 May 2024
- POST 15/176** : **OPERATIONAL MANAGER NURSING: GRADE 1 (GENERAL: POSTNATAL, NEONATAL LOW CARE AND KMC)**  
Chief Directorate: Rural Health Services
- SALARY** : R520 560 (PN-A5) per annum
- CENTRE** : Worcester Regional Hospital
- REQUIREMENTS** : Minimum educational qualification: Basic R425 qualification (i.e. degree/diploma in nursing and midwifery) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife. Experience: A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Inherent requirements of the job: Flexibility to perform after-hour and weekend standby duties for the hospital. Willingness to work both day/night shifts, act on behalf of supervisor and/or another member of the nurse management team. Willingness to undergo the required training as prescribed in terms of the Choice on Termination of Pregnancy Act, 1996. Competencies (knowledge/skills): Managerial and leadership skills and values aligned with the WCG values: integrity; innovative visionary; catalyst for change; self-awareness and confidence; delegation; critical thinking; accountability; problem solving and decision making. Clinical Governance, staff empowerment and development. Human Resource and Financial Management – including computer literacy (MS Word, Excel, PowerPoint, and Outlook). Knowledge in general nursing, infection prevention and control and quality assurance. Knowledge in midwifery, neonatology, and TOP. Knowledge of relevant legislation pertaining to labour relationships, nursing legislation, related legal and ethical and evidence-based nursing practices, relevant public sector policies and protocols.
- DUTIES** : Responsible for the coordination and delivery of quality nursing care within the Postnatal unit which includes gynaecology, TOP, neonatal low care and KMC services and related OPD areas. Development, monitoring and implementation of evidence based WCG/SANC/facility policies, guidelines, standards, procedures, and regulations within nursing. Management of human, physical

and financial resources – incl. staff performance, overtime, skills development, labour relations and bed management. Effective and efficient functional business unit management – incl. risk management, information management to enhance service delivery and quality patient care.

- ENQUIRIES APPLICATIONS** : Ms VE Rulumeni Tel No: (023) 348-1496  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates could be subjected to a competency test on the day of the interview.
- CLOSING DATE** : 24 May 2024
- POST 15/177** : **LECTURER NURSING: GRADE 1 TO 2 (POST GRADUATE DIPLOMA NURSING PROGRAMMES)**  
Western Cape College of Nursing
- SALARY** : Grade 1: R451 533 (PN-D1) per annum  
Grade 2: R553 545 (PN-D2) per annum
- CENTRE REQUIREMENTS** : Based at Metro Campus  
Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. A specialist qualification in the following fields, Trauma and Emergency, Peri Operative Nursing, Mental Health Nursing, Critical Care Nursing, Primary Care Nursing, Midwifery, Orthopedic Nursing, registered with SANC. A relevant master’s degree (NQF L9). Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse, Midwife or Psychiatric (where applicable). Experience: **Grade 1:** A minimum of 4 years of appropriate/ recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. **Grade 2:** A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver’s license. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
- DUTIES** : Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching and learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
- ENQUIRIES APPLICATIONS** : Dr Y Magerman Tel No: (021) 684-1202  
Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click “online applications”).
- NOTE** : No payment of any kind is required when applying for this post. Shortlisted candidates will be subjected to a competency test.
- CLOSING DATE** : 24 May 2024

<b><u>POST 15/178</u></b>	:	<b><u>LECTURER NURSING GRADE 1 TO 2: (UNDERGRADUATE NURSING PROGRAMMES)</u></b> Western Cape College of Nursing
<b><u>SALARY</u></b>	:	Grade 1: R451 533 (PN-D1) per annum Grade 2: R553 545 (PN-D2) per annum
<b><u>CENTRE REQUIREMENTS</u></b>	:	Boland/Overberg, Southern Cape Karoo and Metro Campus) Minimum educational qualification: Basic R425 qualification accredited with the SANC (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as a Professional Nurse and Midwife or Psychiatric (where applicable). Post-basic qualification in Nursing Education registered with SANC. Registration with a professional council: Current registration with the South African Nursing Council (SANC) as a Professional Nurse Midwife or Psychiatric (where applicable). Experience: <b>Grade 1:</b> A minimum of 4 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing. <b>Grade 2:</b> A minimum of 14 years of appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in Nursing Education after obtaining the 1-year post-basic qualification in Nursing Education. Inherent requirements of the job: Valid (Code B/EB) driver's license. Willingness to travel. Possess good communication (written and verbal) and presentation skills. Competencies (knowledge/skills): Possess knowledge of relevant Legislation, Acts, Prescripts and Policy frameworks informing the area of operation. Knowledge of nursing education programmes and curriculum. Proficiency in teaching and assessment in Nursing Education including evaluation approaches. Knowledge of policy development, interpretation, implementation, monitoring, and evaluation. Sound conflict management and decision-making/problem-solving skills. Good research and analytical skills. Good managerial and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Provide education and training to student nurses. Coordinate clinical learning exposure to students between college and clinical areas. Conduct clinical accompaniment of students. Coordinate the teaching learning and assessment of R635 programmes. Develop and ensure implementation of quality assurance programmes. Collaborate with other internal and external stakeholders and build a sound relationship within the Department. Supervision of students. Participate in the development and review of nursing curricula for Post Graduate Diploma Programmes. Implements the new nursing programmes in line with SANC and CHE regulations. Participate in the provisioning of Continuous Professional Development (CPD) activities at the Campus. Participate in all governance structures of the College. Support the mission and promote the image of the College.
<b><u>ENQUIRIES</u></b>	:	Dr Y Magerman Tel No: (021) 684-1202, Ms HM Wiese Tel No: (044) 813 1841 (Southern Cape/Karoo Campus), Ms L Srauss Tel No: (023) 814 0090 (Boland/Overberg Campus)
<b><u>APPLICATIONS</u></b>	:	Applications are submitted online via <a href="http://www.westerncape.gov.za/health-jobs">www.westerncape.gov.za/health-jobs</a> (click "online applications").
<b><u>NOTE</u></b>	:	No payment of any kind is required when applying for this post. Candidates who are not in possession of the stipulated registration requirements may also apply. Such candidates will only be considered for appointment on condition that proof of application for registration with the relevant council and proof of payment of the prescribed registration fees to the relevant council are submitted on or before the day of the interview. This concession is only applicable to candidates who apply for the first time for registration in a specific post-basic qualification with the South African Nursing Council (including individuals who must apply for a change in registration status).
<b><u>CLOSING DATE</u></b>	:	24 May 2024
<b><u>POST 15/179</u></b>	:	<b><u>EMS SHIFT LEADER: GRADE: 3 TO 6</u></b> Chief Directorate: Emergency And Clinical Services Support
<b><u>SALARY</u></b>	:	Grade 3: R317 751 per annum Grade 4: R376 596 per annum Grade 5: R455 079 per annum Grade 6: R558 714 per annum
<b><u>CENTRE</u></b>	:	Western District, Pinelands (Metropole), EMS

**REQUIREMENTS**

: Minimum educational qualification: **Grade 3:** Successful completion of the Intermediate Life Support (ILS) that allows registration with the HPCSA as an Ambulance Emergency Assistant (AEA). **Grade 4:** Successful completion of the Emergency Care Technician (ECT) that allows registration with the HPCSA as Emergency Care Technician (ECT). **Grade 5:** Successful completion of the Critical Care Assistant course (CCA) or National Diploma that allows registration with the HPCSA as a Paramedic. **Grade 6:** Successful completion of the B-Tech Degree that allows registration with the HPCSA as an Emergency Care Practitioner (ECP). Registration with a professional council: Grade 3: Registration with the Health Professions Council of South Africa as an AEA. Grade 4: Registration with the Health Professions Council of South Africa as an ECT. Grade 5: Registration with the Health Professions Council of South Africa as a Paramedic. Grade 6: Registration with the Health Professions Council of South Africa as an ECP. Experience: Grade 3: Minimum of 3 years experience within your current registration category with the Health Professions Council of South Africa as an Ambulance Emergency Assistant (AEA). Grade 4: Minimum of 3 years' experience within your current registration category with the Health Professions Council of South Africa as an Emergency Care Technician (ECT). Grade 5: Minimum of 3 years experience in your current registration category with the Health Professions Council of South Africa as a Paramedic. Grade 6: Minimum of 3 years' experience in your current registration category with the Health Professions Council of South Africa as an Emergency Care Practitioner (ECP). Inherent requirements of the job: Valid Code C1 driver's license. Current Professional driver's permit. Registration with HPCSA as an AEA, ECT, CCA, N. Dip or ECP. Competencies (knowledge/skills): Excellent knowledge of all levels of emergency care protocols. Good communication and interpersonal skills. Report writing skills. Computer literacy in the MS Office package.

**DUTIES**

: Effective pre-hospital Emergency Medical Care and response to incidences when required. Ensure effective supervision and maintenance of emergency vehicles and equipment in line with the Financial and Fleet directives. Ensure effective report writing with regard to accident and incident reports and loss and theft control incidents. Ensure effective communication with regard to patients, colleagues, other services and members of the Public. Supervise and manage rostered shifts and personnel in line with People Management policies and practices. Provide effective administrative support to the Supervisor when required.

**ENQUIRIES**

: Mr A Lund (District Manager) Tel No: (021) 508-4508

**APPLICATIONS**

: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE**

: No payment of any kind is required when applying for this post.

**CLOSING DATE**

: 24 May 2024

**POST 15/180**

**ADMINISTRATION CLERK: FINANCE/ADMIN (ASSET MANAGEMENT)**

Chief Directorate: Metro Health Services

**SALARY**

: R216 417 per annum

**CENTRE**

: Valkenberg Hospital

**REQUIREMENTS**

: Minimum educational qualification: Senior Certificate (or equivalent) with Mathematics and/or Accountancy as a passed subject and/or Senior Certificate (or equivalent) with experience/competencies that focuses on the Key Performance Areas (KPA's) of the post. Experience: Appropriate Supply Chain Management experience in an Asset Management environment. Appropriate LOGIS experience. Inherent requirement of the job: Good verbal and written communication skills. Competencies (knowledge/skills): Computer literacy (MS Word, Excel, and Outlook). Knowledge of Supply Chain Management processes. Knowledge of the Asset Management Framework, Provincial Treasury Instructions, and National Treasury Regulations.

**DUTIES**

: Maintain and update Asset Register. Procurement of Assets and services adjudicated, ensure all transactions comply with the legislative requirements. Manage Asset movement, inventory update and barcoding. Undertake Interim Financial and Annual Financial Stock takes, reporting of losses, theft, shortages and surpluses. Ensure Disposals of all Assets pertaining to SCM policies and procedures. Compile the monthly, IFS and AFS reporting.

**ENQUIRIES**

: Mr L Pantsi Tel No: (021) 826-5921

**APPLICATIONS**

: Applications are submitted online via [www.westerncape.gov.za/health-jobs](http://www.westerncape.gov.za/health-jobs) (click "online applications").

**NOTE** : Shortlisted candidates may be subjected to competency testing. No payment of any kind is required when applying for the post.  
**CLOSING DATE** : 24 May 2024

**DEPARTMENT OF INFRASTRUCTURE**

**CLOSING DATE** : 27 May 2024  
**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**OTHER POSTS**

**POST 15/181** : **DEPUTY DIRECTOR: EXPENDITURE (PURCHASE AND PAYABLE) REF NO: DOI 65/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive salary package)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year B-Degree /equivalent or higher qualification; A minimum of 3 years' relevant management level experience. Recommendation: A valid Code B driving licence; Working experience in a financial environment. Competencies: Knowledge of the following: Government policies and procedure (Public Finance Management Act and circulars); Modified Cash Standards. Skills in the following: Communication (written and verbal); Numeracy; Literacy; Computer Literacy; Leadership; problem solving and decision making.

**DUTIES** : Maintain salary deductions processes; Administer creditor accounts; Maintain payment process; Regulatory, policy, governance frameworks and tactical advice; Oversight bodies, committees and forums; Operational management of the Sub-component.

**ENQUIRIES APPLICATIONS** : Mr G Rinquest Tel No: (021) 483 3426  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/182** : **BUSINESS ANALYST: ROAD SYSTEM DEVELOPMENT REF NO: DOI 46/2024**

**SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive salary package)  
: Department of Infrastructure, Western Cape Government  
: An appropriate tertiary qualification (National Diploma/B-degree) or higher qualification in Information Systems and/or Engineering (B. Eng); A minimum of 6 years' experience in Information Technology; A valid code B (or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Proven experience in translating business requirements into system requirements; Proven experience in compiling business and IT systems documentation; Proven experience in using or managing cloud services such as MS Azure; Proficiency with UI/UX software; Exceptional writing, verbal communication, and presentation skills; Experience in/or exposure to design and construction of large engineering projects; Ability and willingness to travel and work remotely. Competencies: Proven knowledge of the following: Business Process modelling and re-engineering; Business Systems Analysis; Business Modelling; Enterprise systems development; E-government and ICT best practices; Functional design and user requirement specifications; Business case development; Product development; Basic finance and accounting; Market segmentation and the theory of marketing Outsourcing; Applicable legislation such as the PFMA, Public Service Act and Regulations, SITA Act and Regulations, Access to Information Act, Telecommunications Act, Electronic Communications and Transactions Act etc; Process flow development, data mapping, data migration, testing, training, change

management & analytics. skills in the following: Exceptional written and verbal communication; Conflict and people management; Well-developed innovative problem solving, analytical, strategic thinking and planning.

**DUTIES** : Co-ordinate and manage the analysis of business needs, user requirements, objectives and goals for approved E-government and ICT programmes/projects within the agreed frameworks. Map business processes and audit business systems. Prepare business cases for E-government, networking, and systems development programmes/projects. Perform transversal business systems analysis. Perform post implementation business systems and impact evaluation. Develop a Provincial Master System and IT Plans. Contribute to the project specifications and ensure that the appropriate tasks are performed at the appropriate level of quality. Ensure that the strategies and policies are implemented and adhered to. Ensure that the appropriate strategies and policies are in place and if/when not provide the necessary expertise to the Policy and Strategy Unit. Actively contribute expertise to the project team in all areas of business analysis. Liaising with developers to resolve system issues; Perform any ad hoc duty that may be assigned by Supervisor/Management; Preparing technical and monthly progress reports, presenting at regular progress meetings, and explaining technical concepts to management and non-technical teams across the Branch; Manage the process of escalating service blockages.

**ENQUIRIES APPLICATIONS** : Mr J Neethling at 073 952 9707  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/183** : **CONTROL WORKS INSPECTOR: ELECTRICAL MECHANICAL AND BUILDING SERVICES (GEORGE) REF NO: DOI 48/2024**

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum (Level 10)  
: Department of Infrastructure, Western Cape Government  
: A National Diploma (T/N/S stream) or equivalent qualification; Or A N3 and a passed trade test in the built environment; Or Registration as an Engineering Technician; A minimum of 6 years appropriate management experience; A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Building contract documentation and administration; Act/regulations of Occupation Health & Safety (OHS-Act); National Building Regulation; Relevant built environment legislation; Programme and project management; Research; Planning procedures; Financial management; Formulation of policies in a multi-disciplinary professional environment; Proven computer literacy (MS Office); Administrative ability and record keeping; Communication skills (written and verbal).

**DUTIES** : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing building by ensuring that customer complaints are investigated and follow-up; Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance; Ensure that the relevant project documentation for new and existing structures is compiled and is compliant to prescripts; Manage the activities of contractors and consultants; Gather and submit information in terms of the Extended Public Works Programme (EPWP); Supervise the performance and conduct of subordinates.

**ENQUIRIES APPLICATIONS** : Mr R Monare Tel No: (021) 483 5310  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/184** : **SENIOR ADMINISTRATIVE OFFICER: PROJECT, CONTRACT AND SUBSIDY ADMINISTRATION REF NO: DOI 42/2024**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum (Level 08)  
: Department of Infrastructure, Western Cape Government  
: An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification) in Public Management or relevant field; A minimum of 3-years' experience in a housing subsidy environment. Competencies: Knowledge of the following: National Housing Code and Public Finance Management Act. Housing subsidy System and programs. Excellent communication and presentation skills. Public Service Employment Equity Act. National Databank Deeds Officer register. PopulationPoint register. Computer literacy in Ms office package (Word, Excel, PowerPoint), Problem solving,

		Conflict Management, Innovative and Analytical thinker, planning and organising skills, Database administration skills.
<b><u>DUTIES</u></b>	:	Responsible for the supervision of accurate and timeous processing and flow of subsidy. Ensure that all audit (internal and external) requests are addressed timeously. Responsible for the verifications of all subsidy applications. Liaison with all role players regarding subsidy-related matters. Assist with the management and maintenance of the Housing Subsidy System. Supervision of personnel, training, and equipment.
<b><u>ENQUIRIES</u></b>	:	Mr T de Klerk Tel No: (021) 483 5322
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 15/185</u></b>	:	<b><u>DEMAND ANALYST: DEMAND MANAGEMENT REF NO: DOI 60/2024</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years relevant experience in the data analysis and reporting within Supply Chain Management/ Finance/Economics environment. Competencies: Knowledge of the following: legislative and regulatory requirements pertaining to Supply Chain Management and stakeholder engagement. Skills needed: Planning and organising; Problem solving and decision making; Technical and data analysis, Reporting and project management; Communication and information management; Team membership and public speaking.
<b><u>DUTIES</u></b>	:	Conduct a high-level market analysis/assessment and industry analysis to determine available suppliers and commodities and for individual project proposals; Develop and implement a strategic sourcing strategy per strategic commodity using statistics, payment data, planning data, tools, templates, forms and generate informative management; Design and implement a knowledge database for specifications, TOR's and serve on bid and/or quotations committees pertaining demand management; Prepare demand management plans, progress reports, monitor and review transactions on various SCM systems for demand analysis; Update and analyse statistics, update and submit procurement plan and amendments schedule engagements with branches, obtain feedback advise on inputs to the procurement plan; Provide administrative support to the management of the demand management unit.
<b><u>ENQUIRIES</u></b>	:	Ms A Janse van Rensburg Tel No: (021) 483 2018
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 15/186</u></b>	:	<b><u>STATE ACCOUNTANT: ASSURANCE SERVICES (INSPECTORATE) REF NO: DOI 62/2024 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 413 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Department of Infrastructure, Western Cape Government
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience. A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Finance Management, Skills in the following: Analytical thinking; Proven Communication (written and verbal); Presentation; Computer literacy; Report writing; Conceptual and formulation; Team-building and strong inter- personal; Strong conceptual and formulation and strategic thinking/conflict resolution.
<b><u>DUTIES</u></b>	:	Compile/provide input to assurance services standard operating procedure and operational plan; Perform further investigations on provincial forensic services referrals and/or special requests for investigations; Post auditing of expenditure vouchers/claims and financial inspections; Perform inspections at municipalities; Maintain internal control processes.
<b><u>ENQUIRIES</u></b>	:	Mrs G Hartley Tel No: (021) 483 0498
<b><u>APPLICATIONS</u></b>	:	To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>

**POST 15/187** : **ENGINEERING TECHNICIAN (PRODUCTION LEVEL)- ELECTRICAL:  
ENGINEERING SERVICES (HEALTH INFRASTRUCTURE) REF NO: DOI  
114/2023 R1**

**SALARY** : Grade A: R371 253 - R396 522 per annum  
Grade B: R419 325 - R449 079 per annum  
Grade C: R472 812 - R556 080 per annum  
(Salary will be determined based on post registration experience as per OSD prescribed)

**CENTRE REQUIREMENTS** : Department of Infrastructure, Western Cape Government  
: An appropriate 3-year National Diploma in Electrical Engineering or relevant qualification; Compulsory registration with the Engineering Council of South Africa (ECSA) as an Engineering Technician (PR Techni); A minimum of 3 years relevant post qualification technical (electrical engineering) experience; A valid code B driving licence. Competencies: Knowledge of the following: Project management; Technical design and analysis; Research and development; Computer-aided engineering; AutoCAD drawing; Knowledge of Legal compliance; Technical report writing; Technical consulting; Skills needed: Problem solving and analysis; Decision making; Team work; Creativity; Customer focus and responsiveness; Written and verbal communication skills; Proven computer literacy; People management; Planning and organising; change management; Good analytical, interpersonal and organisational skills.

**DUTIES** : Render technical services; Assist Engineers, Technologists and associates in field, workshop, and technical office activities; Promote safety in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and review and or produce technical designs with specifications and submit for evaluation and approval by the relevant authority; Perform administrative and related functions; Provide input into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain databases and supervise and control technical and related personnel and assets; Research and development; Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering related matters.

**ENQUIRIES APPLICATIONS** : Mr I Haupt Tel No: (021) 483 6453  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/188** : **ADMINISTRATIVE OFFICER: HEALTH INFRASTRUCTURE REF NO: DOI  
31/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-degree or higher qualification); A minimum of 1-year relevant experience. Competencies: Knowledge in the following: Departmental information systems (BAS, SITS, MyContent); Financial processes; Proven Computer literacy including the MS Office suite of programs; Report writing skills; Good planning and organisational skills; Good telephone etiquette; Verbal and written communication in at least two of the three official languages of the Western Cape.

**DUTIES** : Render line administrative support to the Chief Directorate: Health Infrastructure; Update leave and recruitment and selection database. Monitor and ensure that all payments and claims are processed correctly and timeously. Provide support to meetings, planning sessions and workshops; Manage programme / project related resources.

**ENQUIRIES APPLICATIONS** : Mr Peter Williams Tel No: (021) 483 4573  
: To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/189** : **ADMINISTRATIVE OFFICER: PROJECT, CONTRACT AND SUBSIDY  
ADMINISTRATION REF NO: DOI 44/2024 (X2 POSTS)**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government



<b><u>REQUIREMENTS</u></b>	:	Senior certificate (Grade 12) with a minimum of 6 years' experience in administrative. Recommendation: An appropriate 3-year National Diploma. Competencies: Knowledge of the following: National Housing Code and Public Finance Management Act. Housing subsidy System and programs. Excellent communication and presentation skills. Computer literacy in Ms office package (Word, Excel, PowerPoint), Problem solving, Conflict Management, Innovative and Analytical thinker, planning and organising skills, Database administration.
<b><u>DUTIES</u></b>	:	Assist to supervise the accurate and timeous processing and flow of subsidy applications. Render and ensure an effective liaison service to all role players. Report system challenges and update subsidy applications/ projects on Housing Subsidy System (HSS). Actively manage, supervise the performance and evaluation of employees within the component. Participate in the recruitment and selection of employees to ensure the achievement of the Sub-Directorate's Operational Standards. Assist with training of role players/ stakeholders.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Binase Tel No: (021) 483 3977 To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 15/190</u></b>	:	<b><u>ADMINISTRATIVE SUPPORT OFFICER: INFRASTRUCTURE POLICY AND RESEARCH REF NO: DOI 47/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate 3-year National Diploma (equivalent or higher qualification); A minimum of 3 years relevant experience working in an administrative role or environment. Recommendations: Previous experience in a research, policy, or strategy environment. Competencies: Knowledge of the following: office policies, practices and various office procurement procedures; Including financial management and reporting procedures related to the budget and knowledge of strategic planning, mentoring, evaluation procedures and systems; Skills in the following: Good planning, organising and record keeping; Good analytical thinking and problem-solving; Good customer/client liaison; Good record keeping; Good telephone etiquette and people; Communication (written and verbal); Basic numeracy.
<b><u>DUTIES</u></b>	:	Render a general administrative support service to the Infrastructure Policy and Research Directorate; Assist the Directorate in carrying out administrative activities, both general and project related; Assist with secretariat functions at Directorate meetings, which include setting up meetings, drafting agendas, compilation of the minutes, editing presentations and circulating these to the members of the meeting; Provide support to the Infrastructure Policy and Research Directorate in terms of Financial Management; Assist the Directorate with the preparation and consolidation of financial inputs received from line managers for the facilitation of resource utilisation of projects; Monitor, control and report on expenditure in the Directorate as well as project expenditure; Provide support to the Infrastructure Policy and Research Directorate in all Human Resource management-related functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T Norushe Tel No: (021) 483 8420/3489 To apply submit your application online only: via <a href="http://www.westerncape.gov.za/jobs">http://www.westerncape.gov.za/jobs</a> or <a href="https://westerncapegov.erecruit.co">https://westerncapegov.erecruit.co</a>
<b><u>POST 15/191</u></b>	:	<b><u>PROPERTY OFFICER: PROPERTY PLANNING REF NO: DOI 51/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 per annum (Level 07) Department of Infrastructure, Western Cape Government An appropriate 3-year tertiary qualification (National Diploma/B- Degree equivalent or higher) in property or built environment; A minimum of 2 years' experience in property planning and/or immovable asset management; A valid driving licence (Code B/08 or higher). Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Recommendation: Experience both in property planning and immovable asset management Competencies: Knowledge of Property planning, compliance, and enablement with specific reference to planning, knowledge in office accommodation planning; heritage and environmental legislation; Property information and database management; Budget planning and reporting. Skills in the following: Computer literacy in MS Office (Word, Excel, and Outlook,);

- DUTIES** : Planning and organising; Report writing and formulation; Problem-solving and analytical thinking; Project Management; Communication (written and verbal). Execute and report on responsibilities required to plan and facilitate the optimal utilisation of immovable assets, including Planning and management of accommodation needs; Planning and management of the allocation of properties to meet service delivery requirements. Assist with matters pertaining to compliance and enablement of infrastructure delivery, including preparation of Power of Attorney or related documentation for relevant signatures. Monitor outcomes of facility condition assessments to inform decision-making, manage asset life cycle management and improve asset performance. Obtain, provide, and maintain information (data, knowledge, wisdom) by applying tools and technologies and/or articulating IT and systems' requirements to inform decision-making, reporting, enhanced operations, business processes and service delivery and to support transparency and integration & collaboration across departments and government spheres. Attend to internal enquiries related to custodian and user responsibilities as well as external enquiries from municipalities, communities or representatives and citizens.
- ENQUIRIES** : Mr D Fourie Tel No: (021) 483 5422  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/192** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: DOI 52/2024**
- SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year tertiary qualification (National Diploma/B-Degree or higher qualification); A minimum of 3year relevant experience. Recommendation: Experience working on BAS (Basic Accounting System); A valid code B driver's license. Competencies: Knowledge of the following: Government IAM act; Municipal valuation rolls; Conveyancing procedures; Read and interpret SG Diagrams and Read and interpret Title deeds, restrictive conditions and clauses. Skills in the following: communication (written and verbal); Computer literacy in Ms office package (Word, Excel, PowerPoint) and ability to work independently and as part of a team.
- DUTIES** : Collect, maintain, analyse, process and report on all data on the Provincial Property Register (IAR); Understate the vesting of ownership of properties in the name of Provincial Government of the Western Cape; Keep record of all property ownership related information; Ensure completeness of information on the IAR; Collect analyse, process and report on all data U-Amps and assist with compilation of C-Amp.
- ENQUIRIES** : Mr A Boersma Tel No: (021) 4833223  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/193** : **TRAINING OFFICER: MONITORING COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 54/2024**
- SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B Degree (equivalent or higher qualification); A minimum of 2 years' experience in a Supply Chain Management/Finance/Audit environment. A valid code B (or higher) driving license. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to training and supply chain management; Customer orientated; Principles and processes for providing customer and personal services; quality control; Information management and public administration; Skills needed: Planning and organising; problem-solving and decision-making; Project management; Stakeholder engagement; Communication and information management; Team membership; public speaking and traveling within the Western Cape continuous improvement; Diversity management and applying technology; Citizen focus and responsiveness and citizen service orientation.
- DUTIES** : Identify training needs for internal stakeholders, actively and regularly through the performance management system. Compliance assessments and skills audit; Arrange best practice training in the SCM sphere for all SCM

practitioners/officials in accordance with national minimum training requirements and all relevant prescripts, conducting market research and evaluate and assess the quality of learning programmes; Arrange and monitor all logistical arrangements for training interventions, various stakeholder engagements, contractor information sessions and general office support; Reporting on training contracts in place,(including recommending timely replacements, renewals, extensions and cancellation of contracts),compile and prepare reconciliation of invoices, and keeping records; Schedule engagements with and provide general feedback to supervisors and trainees on needs, outcomes and certificates; Coordinate, organise and implement informal training and awareness sessions for external stakeholders.

**ENQUIRIES** : Ms A Jansen van Rensburg Tel No: (021) 483 2018  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/194** : **SUPPLY CHAIN MANAGEMENT CLERK: SYSTEM SUPPORT REF NO: DOI 53/2024 (X2 POSTS)**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendations: Relevant working experience in Supply Chain Management. Competencies: Knowledge of the relevant legislative and regulatory requirements pertaining to Supply Chain Management. Skills in the following: Typing; Mathematical; Computer skills; Communication (written and verbal); Planning and organising; Interpersonal relations; Language; Flexibility and Teamwork.

**DUTIES** : Provide systems support to internal stakeholders to ensure efficient and effective SCM by testing, facilitating access; facilitating training and compliance monitoring on all SCM related systems such as SPLC, EPS, WCSEB, CRS, CSD. Maintaining of SCM filing plan and document repositories an ECM-system; Implement a process for retaining financial information as per prescripts and reporting cycles, including updating records on amongst others and the departmental website. Performing activities to contribute to the measuring performance of suppliers, the SCM unit, and the departments achievement of SCM objectives; Render clerical support in relation to surveys, system development, data collation and tools to support the Directorate in monitoring compliance with SCM legislative framework and reporting requirements; Implement and report on utilisation of systems and assist in the annual risk assessment and development of SCM risk response plan in relation to SCM systems including reporting to the IT Steering committee; Perform administrative activities relating to SCM Governance, in developing and maintaining tools, systems and mechanisms to track recommendations, feedback, complaints and enquiries; Providing administrative support: source quotations, arrange logistics, schedule and arrange meetings, confirm attendance, follow up on arrangements for engagements with internal and external stakeholders including attending and providing support for contractor information sessions related systems to increase the capability of suppliers in line with departmental objectives.

**ENQUIRIES** : Ms A Jansen van Rensburg Tel No: (021) 483 2018  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/195** : **SUPPLY CHAIN MANAGEMENT CLERK: SCM AND FLEET ADMINISTRATION REF NO: DOI 55/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendations: Relevant working experience in administrative, clerical and supply chain management. competencies: Knowledge of the following: Relevant legislative and regulatory requirements pertaining to training and supply chain management; Customer orientated; Principles and processes for providing customer and personal services; quality control; Information management and public administration; Skills needed: Planning and organising; problem-solving and decision-making; Project management; Stakeholder engagement; Communication and information management;

- Team membership; public speaking and traveling within the Western Cape continuous improvement; Diversity management and applying technology; Citizen focus and responsiveness and citizen service orientation.
- 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 specifications on the electronic purchasing system; Place orders; Issue and receive bid documents; Provide secretariat of 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 and update and maintain register of suppliers.
- ENQUIRIES** : Ms H Kleinhans Tel No: (021) 959 7700  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/196** : **SUPPLY CHAIN MANAGEMENT CLERK: MONITORING, COMPLIANCE AND PERFORMANCE MANAGEMENT REF NO: DOI 56/2024 (X3 POSTS)**
- SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Relevant experience in Supply Chain Management, Finance or Compliance monitoring. Competencies: A good understanding of the following: Supply Chain Management functions; practices as well as prescripts. Skills in the following: Planning and Organising; Attention to detail; Cognitive; Communication (written and verbal); Computer literacy (MS Office suite); Mathematics; Interpersonal; Flexibility; Teamwork; Ability to work independently and as part of a team.
- DUTIES** : Providing administrative support to ensure the implementation of an effective SCM system by verifying that Departmental policies, processes, and procedures as well as templates and reports comply with the relevant legislative frameworks as well as monitoring any changes in SCM legislative environment; Performing activities to contribute to the measuring performance of Suppliers; Render clerical support to assisting in assessing compliance with SCM processes; Assist in the annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM Governance; Provide administrative support.
- ENQUIRIES** : Ms A Jansen Van Rensburg Tel No: (021) 483 2018  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/197** : **SUPPLY CHAIN MANAGEMENT CLERK: LEGAL SUPPORT REF NO: DOI 57/2024**
- SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid code B driving license. Recommendation: Basic knowledge of SCM procedures and legislative framework (relevant experience). Competencies Good understanding of the following: Job Knowledge. Skills in the following: Typing; Mathematical; Computer skills; Communication planning and organising; Interpersonal relations language; Flexibility; Teamwork and Good verbal and written communication.
- DUTIES** : Providing clerical support to gather, update, compile, scan maintain documentation, and update registers during the process of continuously monitoring the alignment of Departmental SCM documentation such as: Delegations Framework, Accounting Officers System, Instruction notes and circulars, SCM strategy and related policies and procedures. with the relevant legislative framework; Monitoring and reporting on changes in the SCM legislative environment, consolidating all requests for departmental inputs to changes in legislation, and keeping a dashboard of SCM guidelines,

instructions and legislative requirements; Render Legal Support by keeping records and updating registers; Gathering and verifying information, compiling documents such as minutes, letters, reports and responses for PAIA applications, cession applications, conflict of interest case restriction and vetting applications and SCM related legal matters; Assisting in annual risk assessment and development of SCM risk response plan; Perform administrative activities relating to SCM legal support; (tracking recommendations/reporting on remedial actions, disputes and investigations) Provide administrative support; Logistical arrangements for meetings and contractor information sessions.

**ENQUIRIES** : Ms A Jansen Van Rensburg Tel No: (021) 483 2018  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/198** : **REGISTRY CLERK: ELECTRONIC RECORDS MANAGEMENT REF NO: DOI 59/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 Senior Certificate or equivalent qualification. Recommendation: Registry Clerks Course. Competencies: A good understanding of the following: Registry operations; Records disposal programme; Proven computer literacy; Ability to work under pressure and meet deadlines; Basic knowledge of MS Office; Able to work independently and in a team, good communication skills (verbal and written).

**DUTIES** : Opening of physical and electronic files and maintenance of file covers; Correct and neat filing of documentation, including the maintenance of index pages in physical and electronic files; Assist the supervisor with allocation of reference numbers; Handle client enquiries, requests and pending of files; Assist with the administration of MyContent by adding folders and ensuring scanning of documents.

**ENQUIRIES** : Mr R Plaatjies Tel No: (021) 483 9590  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/199** : **ADMINISTRATION CLERK: PHYSICAL RECORDS MANAGEMENT REF NO: DOI 61/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Competencies: Skills in the following: Communication (written and verbal); Planning and organising; Report writing; Proven computer literacy.

**DUTIES** : Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function); Provide supply chain clerical support services within the component: Provide personnel administration clerical support services within the component: Maintain a leave register for the component: Capture and update expenditure in component.

**ENQUIRIES** : Mr A Kruger Tel No: (021) 483 7088  
**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**POST 15/200** : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT AND FLEET ADMINISTRATION (BELLVILLE) REF NO: DOI 63/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Infrastructure, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Recommendation: Relevant working experience in administration, supply chain management and fleet management. Competencies: A good understanding of the following: Asset Control, store and stocktaking procedures; Obtaining quotations telephonically or via the Integrate Purchasing System; Applicable treasury and purchasing delegations; Skills needed: Written and verbal communication; Proven computer literacy; Planning and organising; Problem analysis; Creative thinking; Technical

- proficiency; Interpersonal relations; Ability to work under pressure and independently as well as in a team.
- DUTIES** : Procurement; General administration; Data capturing; Licensing; Repair authority; Traffic fines; Machine transfers; Loss and control liaison; Auctions; Plant management.
- ENQUIRIES** : Ms H Kleinhans Tel No: (021) 959 7700
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/201** : **ADMINISTRATION CLERK: ADMINISTRATION AND FINANCIAL SERVICES REF NO: DOI 64/2024**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum (Level 05)  
: Department of Infrastructure, Western Cape Government  
: Grade 12 (Senior Certificate or equivalent qualification); A valid (code B or higher) driving licence. Recommendation: Experience in the following: Administrative experience, Project management; Relevant systems; Biz-projects, E-Works, BAS, My Content and SITS; Project support; Finance claims. Competencies: A good understanding of the following: Procurement and financial procedures; Applicable legislations; Skills in the following: Proven computer literacy (MS Excel, Word, Outlook and PowerPoint); Written and verbal communication; Record keeping; Ability to work under pressure; Ability to work independently and in a team.
- DUTIES** : Furniture procurement and administration; Provide contract administration support; Provide office administration; Processing payments and other claims.
- ENQUIRIES** : Mr S Oliver Tel No: (021) 483 4816
- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- POST 15/202** : **OPERATOR SCAN CENTRE: ELECTRONIC RECORDS MANAGEMENT REF NO: DOI 58/2024**
- SALARY CENTRE REQUIREMENTS** : R155 148 per annum (Level 03)  
: Department of Infrastructure, Western Cape Government  
: Grade 10 certificate or equivalent qualification. Competencies: Skills needed: Good written and verbal communication; Computer literacy; Operating equipment; Planning; Problem solving.
- DUTIES** : Prepping of documents; Scanning of documents/Files; De-Prepping of documents/Files; Quality assurance; Scanning of vital records; Add electronic folders.
- ENQUIRIES** : Mr A Boersma Tel No: (021) 483 3223
- APPLICATIONS** : To submit your application, there are 3 methods in which you can apply, please only use 1 of the following:  
Hand deliver your application for Attention: Western Cape Government Jobs, 44 Gannet Street Pelican Heights, Cape Town (From Monday to Friday between 07:00am to 17:00pm);  
Or Post your application for Attention: Western Cape Government Jobs, PO Box 22432, Fish Hoek, 7974,  
Or Email your application to, [westerncape@respond.co.za](mailto:westerncape@respond.co.za) Clearly indicate the reference number of post in email subject line and ensure attachments are in the appropriate format (MS Word or PDF).
- NOTE** : To apply, please complete an application form (Z 83) and current CV (5 pages maximum). The post being applied for and the reference number must be clearly indicated on the Z83 application form. NB: Applicants from relevant local communities will receive preferences. The selection process will be guided by the EE targets of the employing department. Applications not submitted on or before the closing date as well as faxed copies will not be considered. If you did not receive any correspondence within 3 months of closing date, consider your application as unsuccessful.

#### **DEPARTMENT OF LOCAL GOVERNMENT**

- APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 May 2024
- NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews

on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### OTHER POSTS

**POST 15/203** : **ASSISTANT DIRECTOR: DISASTER RECOVERY REF NO: LG 07/2024 (X2 POSTS)**

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 3 years' experience in the disaster management, financial management, civil engineer or similar field. Recommendation: Experience in the following: Financial Management, Civil Engineering and Project Management; A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Disaster Management Act (Act57 of 2002) as amended; Related policies and guidelines as well as applicable legislations; Understanding of the disaster management systems and procedures as applied in all three spheres of government with the focus on disaster recovery; Human Resource Management; Financial Management; Strategic Planning. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint etc); Ability to work independently and as part of a team; Communication skill (written and verbal).  
**DUTIES** : To assist with the co-ordination and facilitate: The disaster assessments and verification processes; The disaster relief, rehabilitation and reconstruction projects; The disaster debriefings/ post events analysis studies; The application, allocation and monitoring of disaster grants; To assist with input to the Disaster Management Plans; To assist with the strategic management planning, human resource management, performance management, risk management; To assist with the finances/budget of the sub-directorate in terms of the financial prescripts.  
**ENQUIRIES** : Ms D Chabana Tel No: (021) 937 6361

**POST 15/204** : **LANGUAGE PRACTITIONER (GRAPHIC DESIGNER): LOCAL GOVERNMENT COMMUNICATION REF NO: LG 03/2024**

**SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant experience in graphic design and language. Recommendation: Supervisory experience; A valid (Code B) or higher driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Complete Adobe Suite (InDesign, Illustrator and Photoshop); Editing and translation of documents; Graphic design; Print and reproduction principles; Videography; Skills needed: Proven computer literacy (MS Office); Written and verbal communication; Ability to work independently and as part of a team.  
**DUTIES** : Proofread and edit documentation ensuring brand compliancy; Liaise with freelance language practitioners and graphic designers; Quality check of work freelance language and graphic design practitioners to ensure look and tone of produced work adheres to the Western Cape Government brand guidelines; Quality check agency produced work ensuring brand compliance; Research, plan, conceptualise and produce internal and external (departmental and municipal) campaigns and publications for digital, social and print media; Assist with the development and creation of internal branding and corporate products; Assist with print production and specification development of communication materials; Perform administrative tasks.  
**ENQUIRIES** : Ms R Van Wyk Tel No: (021) 483 4443

**POST 15/205** : **ACCOUNTING CLERK: INTERNAL CONTROL REF NO: LG 08/2024**

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Department of Local Government, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification). Recommendation: Relevant experience in an internal control, auditing, or governance environment. A valid (Code B or higher) driving licence or alternatively people with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards (Public Financial Management Act, National Treasury Regulations, Provincial Treasury directives/instructions; Procurement and provisioning related tasks, prescripts, regulations, accounting officer system and delegations; Recordkeeping; Data capturing. Skills in the following: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Written and verbal communication; Interpersonal relations; Flexibility; Teamwork; Accuracy; Planning and organisation; Basic numeracy skills; Ability to perform routine tasks.

**DUTIES** : Render clerical support services with regard to governance, assurance services and fraud and losses management; Evaluate the effectiveness of financial prescripts (perform pre and post audit inspections); Responsible for maintaining financial information and knowledge management (voucher control).

**ENQUIRIES** : Mr P Solomons Tel No: (021) 4834566

#### **WESTERN CAPE MOBILITY DEPARTMENT**

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**CLOSING DATE** : 27 May 2024

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

#### **OTHER POSTS**

**POST 15/206** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: WCMD 14/2024**

**SALARY** : R849 702 per annum (Level 11), (all-inclusive salary package)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification); A minimum of 3 years management level experience within Supply Chain Management; A valid (Code B or higher) driving licence. NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Procurement and provisioning services; Broad Based Black Economic Empowerment Act; Preferential Procurement Policy Framework Act and its associated regulations, practice notes and circulars; Public Service Anti-corruption strategy; Supply chain management guide to accounting officers and authorities; Delegation frameworks, service level agreements, supplier management, contract management, strategic sourcing, departmental policies and procedures and government financial systems; Public sector supply chain management models and processes; Procurement and tendering processes; Project management; Public Finance Management Act(PFMA); National Treasury Regulations, Provincial Treasury Instructions, financial delegations and best practice in the Public Service; Skills needed: Numeracy and literacy; Proven computer literacy; Written and verbal communication skills; Project Management; Accounting, finance and auditing; Economical and statistical analysis; Legal administration.

**DUTIES** : Manage the functional operations with regard to compliance, performance management and capacity building in the supply chain management



- environment; Ensure the rendering of an effective and efficient demand management and acquisition management service; Manage and administer contracts; Provide support to potential service providers and line managers; Plan and manage the work of and account for the overall performance of the sub directorate; People management; Financial management  
**ENQUIRIES** : Ms R Davids Tel No: (021) 483 4505
- POST 15/207** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING SERVICES (GMT FLEET FINANCE) REF NO: WCMD 07/2023 R1**
- SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-Degree (equivalent or higher qualification) in Financial Management; A minimum of 3 years relevant financial experience. A valid driving licence (Code B or Higher). NB: People with disabilities that restrict driving abilities, but who have reasonable access to transport, may also apply. Competencies: Knowledge of the following: Financial norms and standards; Financial delegations, procedures, and Instructions; Standard Chart of Accounts (SCOA). Skills needed: Computer literacy in MS Office package (Word, Excel, and PowerPoint); Written and verbal communication; Numerical; Systematic approach.
- DUTIES** : Maintain programmes to maintain the Standard Chart of Accounts (SCOA); Prepare financial reports; Accounting for assets, liabilities, revenue, expenditure, budget statement, disclosure notes and accounting policies; Regulatory, policy, governance frameworks and tactical advice; Change management in operating and systematic processes.
- ENQUIRIES** : Mr Y Gqamlana Tel No: (021) 467 4700
- POST 15/208** : **INSPECTOR OF LICENCES: TRAFFIC LAW ADMINISTRATION (WORCESTER) REF NO: WCMD 23/2024**
- SALARY** : R376 413 per annum (Level 08)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification); A minimum of 2 years relevant administrative experience; A valid Code B (08) or higher driving licence. Competencies: Knowledge of the following: National Road Traffic Act, 1996(Act 93 of 1996) and the National Road Traffic Regulations, 2000; National Traffic Information System (NaTIS); Public Finance Management Act, 1999 (Act 1 of 1999); Proven computer literacy (Ms Office suite); Planning, organising and research skills; Excellent verbal and written communication skills.
- DUTIES** : Investigate the following: Conditions of motor vehicle i.r.o applications for the deregistration of a motor vehicles; Applications for the special classification of motor vehicles i.r.o the payment of licence fees; Tare reduction of motor vehicles; Application for registration as motor dealers and dealer stocking of motor vehicles; Responsible for the collection of outstanding registration and licence fees; Obtain financial statements from members of the public who apply for the write off of outstanding motor vehicle licence fees; Liaison and communication with various clients / stakeholders in motoring environment.
- ENQUIRIES** : Mr CC Majiedt Tel No: (021) 4832073
- POST 15/209** : **ADMINISTRATION CLERK: SAFETY TRAINING (GENE LOUW) REF NO: WCMD 22/2024**
- SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Western Cape Mobility Department, Western Cape Government  
**REQUIREMENTS** : Senior Certificate (Grade 12 or equivalent qualification). Recommendations: Relevant administrative experience. Competencies: Skills in the following: Computer literacy; Planning and organising; Interpersonal; Communication (written and verbal) and Technical expertise.
- DUTIES** : Responsible for the head of the College's appointments and liaison in respect of arranging meeting; Responsible for all typing functions for the manager, safety training; Handling of office documentation; Performance of diverse duties operate switchboard, reception duties, ad hoc tasks.
- ENQUIRIES** : Ms J Tweedie Tel No: (021) 983 1520

## DEPARTMENT OF THE PREMIER

- APPLICATIONS** : Only applications submitted online will be accepted. To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>
- CLOSING DATE** : 27 May 2024
- NOTE** : All shortlisted candidates must make themselves available to be interviewed at a date, time and place as decided by the selection panel. Please ensure that you submit your application on or before the closing date as no late applications will be considered. The selection process will be guided by the EE targets of the employing department. Kindly note that technical support is only available from Monday to Friday from 8:00 to 16.00. Should you experience any difficulties with your online application you may contact the helpline at 0861 370 214. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools. The nominated candidate will be required to complete the Senior Management Pre-Entry Programme before they may be appointed into this post. The purpose of the Senior Management Pre-Entry Programme, which is a public service specific training programme applicable to all applicants who aspire to join the SMS, is to ensure that potential SMS members have a background on processes and procedures linked to the SMS. The duration of the online Pre-Entry Programme is 120 notional hours (15 days). Full details may be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-preentryprogramme/> Furthermore, thanks to the huge public interest we receive many applications for our positions, and as such will not be able to respond personally to all applications. Therefore, should you not hear from us within 10 weeks from close of advert please consider your application unsuccessful.

## MANAGEMENT ECHELON

- POST 15/210** : **CHIEF DIRECTOR: PEOPLE TRAINING AND EMPOWERMENT REF NO: DOTP 09/2023**
- SALARY** : R1 371 558 per annum (Level 14)
- CENTRE** : Department of the Premier, Western Cape Government
- REQUIREMENTS** : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Recommendation: Post graduate degree and academic exposure would be to your advantage. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.
- DUTIES** : Strategic management, advice and guidance in respect of the following functional areas: Render services with regards to people training and development; Deliver learning and development programmes; Lead the continuous optimisation, growth and innovation of the Provincial Training Institute; Render support services to the Chief Directorate. Strategic Management; Change Management; People Management; Oversee Financial Management at chief directorate level which includes the following: Manage participation in the budgeting process at chief directorate level; Ensure the

preparation of the Annual and Adjustment Budgets; Ensure that the correct tender and procurement procedures are adhered to in respect of purchases made; Ensure contracts are managed effectively and efficiently; Management, maintenance and safekeeping of the chief directorate assets; Ensure that full and proper records of the financial affairs are kept in accordance with prescribed norms and standards.

**ENQUIRIES** : Ms. Louise Esterhuysen Tel No: (021) 483 4869

**POST 15/211** : **CHIEF DIRECTOR: POLICY AND STRATEGY REF NO: DOTP 18/2023**

**SALARY** : R1 371 558 per annum (Level 14)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognised by SAQA; A minimum of 5 years relevant senior management level experience. Recommendation: A relevant Masters Degree and experience of working in a policy and strategy environment, preferably in the Public Sector. Competencies: Proven working knowledge and relevant working experience of the following: Legislation, regulatory frameworks, policies and best practices that have a bearing on the line functions; Information systems; Procurement and tendering processes; Policy development, and strategy management, monitoring and review processes; Modern systems of governance and administration; Global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape; The functioning of the Province and the activities of sister departments. Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Networking and network formation skills; Conceptual and formulation skills; Leadership skills with specific reference to the ability to display thought leadership in complex applications; Team building and strong interpersonal skills; Planning, organising and people management skills.

**DUTIES** : Provide strategic management, advice and guidance in respect of the following functional areas: Facilitate the conducting of high-level policy analysis: Transversal coordination, management and promotion of innovative and evidence-based policy and strategy development, planning, implementation, and review. Facilitate the research and analysis of the provincial policy environment and identify critical areas for provincial government intervention, including futures capability. Analyse national and provincial policies, strategies and laws, and prepare provincial responses. Analyse on-going national policy and strategy developments, and sensitise Cabinet, Sector Committees and departments on its implications for the province. Facilitate the development of transversal provincial policies as may be required (including stakeholder consultation as required). Ensure that WCG legislation, policies and strategies align with the Provincial Strategic Plan and long-term plans. Facilitate the periodic review of the Provincial Strategic Plan in line with prescribed strategic planning and budgetary processes. Initiate and manage transversal futures modelling research. Ensure that WCG legislation, policies and strategies align and comply with human rights principles and with international, constitutional and national human rights obligations, policies and strategies. Support the provincial executive in respect of provincial human social development strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Human Development (HD) Social Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the HD Social Sector. Facilitate the initiation of new integrated government programmes and projects in pursuance of provincial strategic priorities for the HD Social Sector as required. Advise on the alignment of HD Social Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of HD Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the HD Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the HD Social Sector. Support the provincial executive in respect of provincial economic strategy: Facilitate and coordinate the collation of the Provincial Strategic Plan for the Economic Sector. Advise in consultation with Provincial Treasury on the macro prioritisation of the provincial budget in line with provincial strategic priorities for the Economic Sector. Facilitate the initiation

of new integrated government programmes and projects in pursuance of provincial strategic priorities for the Economic Sector as required. Advise on the alignment of Economic Sector and departmental strategic plans, as well as integrated development plans, with provincial strategic priorities. Continuously assess progress with the implementation of Economic Sector provincial programmes, projects and plans, and advise on the management of blockages. Advise the Premier, Cabinet and departments on performance variances, and recommend corrective actions for the Economic Sector. Coordinate support for the Premier and DG in their participation in intergovernmental structures and forums for the Economic Sector. Manage integrated provincial strategic planning: Advise on the alignment of departmental strategic and annual performance plans as well as integrated development plans with provincial strategic priorities. Facilitate the development and periodic review of the provincial strategic plan in line with prescribed strategic planning and budgetary processes. Advise, in consultation with the Provincial Treasury, on the policy prioritisation of the provincial budget in line with provincial strategic priorities. Change Management, People Management, Financial Management. Dr HC Malila Tel No: (021) 483 6673)

**ENQUIRIES**

**POST 15/212**

**DIRECTOR: TRAINING REF NO: DOTP 10/2023**

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

R1 162 200 per annum (Level 13)  
Department of the Premier, Western Cape Government  
An appropriate 3-year B-degree/ Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 6 years relevant middle-management level experience. Recommendation: Post graduate degree and academic background and/or experience would be to your advantage. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Human Capital Development; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

**DUTIES**

Strategic management, advice and guidance in respect of the following functional areas: Curriculum development and quality assurance; Functional, transversal and management and leadership training interventions; Continuous optimisation, growth and innovation of the Provincial Training Institute; Strategic Management; Change Management; People Management and Financial Management.

**ENQUIRIES**

Ms. Louise Esterhuysen Tel No: (021) 483 4869

**POST 15/213**

**DIRECTOR: RECRUITMENT AND SELECTION REF NO: DOTP 11/2024**

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

R1 162 200 per annum (Level 13)  
Department of the Premier, Western Cape Government  
An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant experience at a middle/senior managerial level. Recommendation: Post graduate degree in Industrial / Organisational Psychology. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems; Core Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

**DUTIES**

Provide strategic guidance and advice in respect of talent sourcing, appointments and establishment control. This includes the following broad areas of service delivery: Manage the sourcing of talent (advertisements, shortlisting and interviews to appointment letters); appointments and payroll matters; Create, amend, reserve, freeze, unfreeze, release, lend, borrow and abolish posts; Create new establishments. Compile information for top

management; Maintain databases for departments and handle the PERSAL-function. Administer the appointment of contract employees, including contract extensions, promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over-or under payments; Administer the appointment and payment of temporary workers; Render compensation management services; Strategic Management; Change Management; People Management; Financial Management.

**ENQUIRIES** : Ms Louise Esterhuysen Tel No: (021) 483 5856

**POST 15/214** : **DIRECTOR: PERFORMANCE AND PRIORITY UNIT REF NO: DOTP 12/2024**

**SALARY** : R1 162 200 per annum (Level 13)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : An appropriate 3-year B-degree/Advanced Diploma (NQF 7) or higher qualification as recognised by SAQA; A minimum of 5 years relevant experience at a middle/senior managerial level. Competencies: Proven working knowledge and experience of the following: Legislation, regulatory frameworks, policies and best practices; Information Systems; Core. Competencies: Strategic Capability and leadership, People Management and Empowerment, Programme and Project Management, Financial Management and Change Management; Skills: Partnership Management; Change Management; Knowledge Management; The skills required of a high level in-house advisor; Strong conceptual and formulation skills; Strong leadership skills with specific reference to the ability to display thought leadership in complex applications.

**DUTIES** : Provide strategic guidance and advice in respect of talent sourcing, appointments and establishment control. This includes the following broad areas of service delivery: Manage the sourcing of talent (advertisements, shortlisting and interviews to appointment letters); appointments and payroll matters; Create, amend, reserve, freeze, unfreeze, release, lend, borrow and abolish posts; Create new establishments. Compile information for top management; Maintain databases for departments and handle the PERSAL-function. Administer the appointment of contract employees, including contract extensions, promotions, transfers within or into the WCG, secondments and acting appointments; Confirm appointments of officers on probation; Administer job upgrades, acting appointments and salary matters such as over-or under payments; Administer the appointment and payment of temporary workers; Render compensation management services; Strategic Management; Change Management; People Management; Financial Management.

**ENQUIRIES** : Ms Louise Esterhuysen Tel No: (021) 483 5856

#### **OTHER POST**

**POST 15/215** : **ADMINISTRATIVE OFFICER: TRANSPORT REF NO: DOTP 26/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Department of the Premier, Western Cape Government  
**REQUIREMENTS** : Grade 12 (Senior Certificate or equivalent qualification); A minimum of 6 years relevant experience. Recommendation: A valid (Code B or higher) driving licence. Competencies: Knowledge of the following: Government Motor Transport Regulation, guidelines and prescripts; Finance prescripts; National and Provincial Road Transport statutory and regulatory prescripts and guidelines; Skills needed: Computer literacy in MS Office Package (Word, Excel, PowerPoint); Communication skill (written and verbal); Problem solving; Supervisory; Ability to work independently and as part of a team.

**DUTIES** : GG Transport control officer: GG vehicle fleet management; Processing and administering applications for use of GG vehicles and GMT general hire; Ensure that vehicles are maintained and serviced for roadworthiness; Administering and processing government motor transport claims; Administering traffic violation; GG transport reporting; Asset controller.

**ENQUIRIES** : Mr D H Rossouw Tel No: (021) 483 3984

**APPLICATIONS** : To apply submit your application online only: via <http://www.westerncape.gov.za/jobs> or <https://westerncapegov.erecruit.co>

**NOTE** : Shortlisted candidates will be required to submit copies of their documentation for verification purposes. These candidates will be required to attend interviews

on a date and time as determined by the department. The selection process will be guided by the EE targets of the employing department. Should you experience difficulties with your online application, kindly note that technical support (challenges with online application) is only available from Monday to Friday from 08:00 to 16.00. you may contact the helpline at 0861 370 214. Otherwise, all other queries relating to the position, kindly contact the enquiries person as indicated in the advert. Please ensure that you submit your application before the closing date as no late applications will be considered.

**CLOSING DATE** :

27 May 2024

**DEPARTMENT OF SOCIAL DEVELOPMENT**

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**OTHER POSTS**

**POST 15/216** :

**SOCIAL WORK SUPERVISOR: SERVICE DELIVERY TEAMS REF NO: DSD 27/2024 (X2 POSTS AVAILABLE IN RETREAT AND PHILLIPI)**

**SALARY** :

R452 667 - R524 250 per annum, (OSD as prescribed)

**CENTRE** :

Department of Social Development, Western Cape Government

**REQUIREMENTS** :

4 year Degree 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; A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendation: A valid code B driving licence. Competencies: Knowledge of the following: Job related knowledge; Analytic, diagnostic, assessment tools, evaluation methods and processes; Personnel Management; Supervision Framework for Social Workers; Social Work legislation related to children; Social work theory and interventions; Information and Knowledge Management; Protocol and professional ethics; Skills needed: Communication (written and verbal); Proven computer literacy; Organising and planning; Project planning; Psycho social intervention; Report writing; Presentation and facilitation; Analytical and problem solving; Client orientation and customer focus.

**DUTIES** :

Ensure that a social work service with regard to the car support protection and development of vulnerable individuals groups; Families and communities through the relevant programmes is rendered; Attend to any other matters that could result in or stem from social instability in any form; Supervise employees: Supervise and advise social workers social auxiliary workers and volunteers to ensure an effective social work service; Keep up to date with new developments in the social work field; Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

**ENQUIRIES** :

Ms P Magadla Tel No: (021) 763 6209

**POST 15/217** :

**ASSISTANT DIRECTOR: CORPORATE SERVICE RELATIONS MANAGEMENT REF NO: DSD 02/2024**

**SALARY** :

R444 036 per annum (Level 09)

**CENTRE** :

Department of Social Development, Western Cape Government

**REQUIREMENTS** :

An appropriate 3-year National Diploma/B-Degree (or higher qualification); A minimum of 3 years relevant administrative experience in a Human Resource environment. A valid code B (or higher) driving licence. Note: People with disabilities that restrict driving abilities but have reasonable access to transport may also apply. Competencies: Knowledge of the following: Monitoring and

evaluation methods, tools and techniques; Business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods and coordination of people and resources; Principles and processes for providing customer and personnel services, including needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Project management; Legislative and regulatory requirements, policies and standards; Public management and administration; Relationship management. Skills needed: Numeracy; Literacy; Computer Literacy; Language skills; Project Management; Legal Administration; Strategic planning; Planning and Organising.

**DUTIES**

: Operationalise the monitoring, assessment and reporting on the service delivery of the CSC to the department in terms of the CSC-service level agreement; Operationalise and facilitate the periodic internal review of the CSC-service level agreement to ensure that the department's service delivery requirements are met; Operationalise the departmental operational service delivery obligations as required by the CSC - service level agreement (SLA); Coordinate the departmental operational service delivery obligations as required in the CSC service level agreement; People Management.

**ENQUIRIES**

: Ms R Patel Tel No: (021) 483 9392